

### 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.

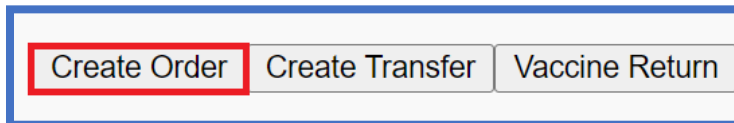
### How Can I Create and Submit Vaccine Orders?

All providers enrolled in the Childhood Vaccine Program receive an EOQ, which is your Economic Order Quantity. This is commonly referred to as your vaccine ordering frequency. Recommended Order Quantity (ROQ) is the recommended amount of vaccine doses your facility should order based on how frequently you order and during which months. **ROQ is a guide and does not factor in seasonality or any other reasons for increased need.**



**Tip: Ordering schedules do not apply to flu and COVID-19 orders.** Order flu and COVID-19 vaccines for a 30-day supply and continue to order if running low.

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.



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**

<b>Organization:</b> TEST CLINIC	<b>First Name:</b> DEPT OF HEALTH
<b>Facility:</b> TEST VOM CLINIC	<b>Middle Name:</b>
<b>Phone Number:</b> (360)236-3595	<b>Last Name:</b> WA STATE
<b>Phone Extension:</b>	<b>Address:</b> 123 VICTORY ROAD
<b>Email:</b> COVID.VACCINE@DOH.WA.GOV	<b>City:</b> SEATTLE
	<b>State:</b> WA
	<b>Zip:</b> 98104

<b>Monday:</b> <input type="checkbox"/> 09:00 - 17:00	<b>Tuesday:</b> <input checked="" type="checkbox"/> 09:00 - 17:00
<b>Wednesday:</b> <input checked="" type="checkbox"/> 09:00 - 17:00	<b>Thursday:</b> <input checked="" type="checkbox"/> 09:00 - 17:00
<b>Friday:</b> <input checked="" type="checkbox"/> 09:00 - 17:00	

**Order Date:** 09/28/2023  
**Submitter:** ERIN VOSS (EVOSS)  
**Comments:**   
**Inventory Last Submitted:** 09/11/2018  
**Vaccine Administered Report Last Submitted:** N/A  
**Please Submit your Monthly Vaccine Administered Report before reconciling your vaccines.**  
 Last Order Submitted: 01/25/2022 08:49:11 AM  
**Order Set:** STATE SUPPLIED 053 / Distributor  
**Instructions:**   
**Order Status:** In Progress

**Order Frequency:** Monthly    **Order Timing:** 16th to End of Month  
**Order Schedule:**   
**Order Details**

EOQ →

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- 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: 05/21/2019	
Vaccine Administered Report Last Submitted: 05/21/2019	
Last Order Submitted: 04/09/2019 07:54:15 AM	
Order Set:	--select--
Inventory Transaction	STATE SUPPLIED 013 / Distributor STATE SUPPLIED 116 / Distributor
Temperature	Doses Administered Report
Order Frequency: Monthly	Order Timing: 1st to 15th
Order Schedule:	
<b>Order Details</b>	
Vaccine	Vaccine Name Funding Source Dose Used Last Month Physical Inventory Order Quantity Urgent Priority Reason Comments

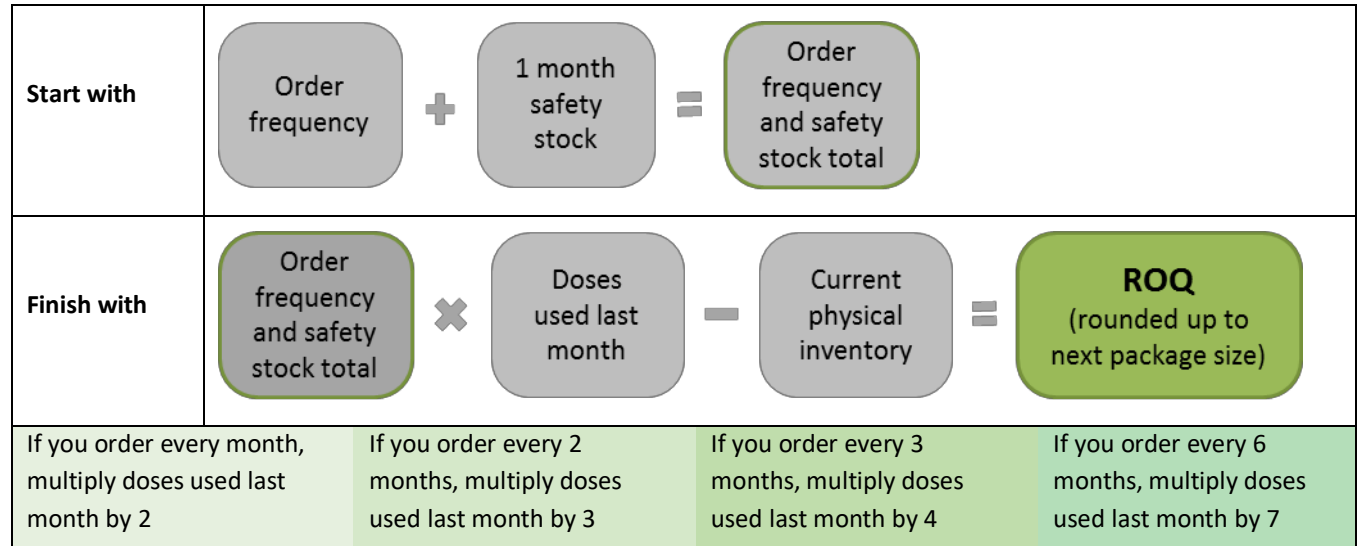
Fill in the following information:

- 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).
- Calculate your **Order Quantity** factoring in your recommended order quantity (ROQ). 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 [WACHildhoodVaccines@doh.wa.gov](mailto:WACHildhoodVaccines@doh.wa.gov).
    - If you are ordering more than the ROQ for a vaccine, you should always add a comment to each vaccine. This saves time in processing your vaccine order.
    - DT, Td, and PPSV23 are available for ordering in single dose quantities in the Immunization Information System for the Childhood Vaccine Program. Because of the limited use of these vaccines please order a dose or doses for your patients only when needed. It is not required for your facility to have these vaccines routinely on hand. To save time in processing please provide a comment to each single dose vaccine being ordered which includes: Patient Scheduled or 1 Patient Scheduled.

Order Details								
Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
influenza, injectable, quadrivalent, preservative free	Fluzone® 0.5mL syringe (6 months-18 years) '19-'20	SPLIT	5	10	60	<input type="checkbox"/>	--select--	Clinic
influenza, injectable, quadrivalent	Fluzone® 5.0mL MDV (3-18 years) '19-'20	SPLIT	3	10	20	<input type="checkbox"/>	--select--	Clinic

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**ROQ Calculation**



- After entering in your **Order Quantity**, double check your entries. You cannot change an order once it has been submitted.
- 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.

**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.

- Login, select **Orders/Transfers** in the left menu, and then select **Create/View Orders**.
- Current orders are listed in the **Inbound Orders** section with the following details:
  - Order Number
  - PIN
  - Submit date
  - Approval date
  - Status
- 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	
<input type="checkbox"/>	262358	999999	03/01/2021	03/03/2021	Approved	
<input type="checkbox"/>	262737	999999	01/18/2023		In Manual Review	

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### Understanding Your Order Status

Status	Detail
<b>Saved</b>	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 <b>Submit</b> . You may also delete the order if you do not want to submit.
<b>In Manual Review</b>	The order was submitted and is awaiting DOH review.
<b>Pending Approval</b>	The order is being reviewed by approver and is waiting to be submitted to the state.
<b>State Manual Review</b>	The order is waiting for state approval.
<b>Pending State Approval</b>	The order is waiting for state review and approval.
<b>Shipped</b>	The order was shipped and is in route to the provider. Shipments can be received into inventory when an order status says shipped.
<b>Received</b>	The order was electronically received by the provider in the IIS. The provider's inventory ( <b>Reconciliation</b> 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.
<b>Archived</b>	Historical orders are archived by the state and removed from the inbound orders list. Archived orders can be viewed using the search history function.
<b>Backordered</b>	The order is temporarily held by the state. These orders are not yet processed for shipment.
<b>Denied</b>	The order is not approved and the vaccines in the order are not processed for shipment. The provider can delete the denied order.
<b>Approved</b>	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



**Search History**

Orders  Transfers  Returns  Wastage

Facility: KATY FAC ▾

PIN: 999999

Submit Date: From: mm/dd/yyyy

Receipt Date: From: mm/dd/yyyy

Approval Date: From: mm/dd/yyyy

Denial Date: From: mm/dd/yyyy



**Tip: Ordering schedules do not apply to flu orders.** Order flu vaccines for a 30-day supply and continue to order if running low.

- 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:	<input type="text"/>
Order Status:	--select--
Order Number:	<input type="text"/>
Include deleted orders:	<input type="checkbox"/>

### How Can I Receive Vaccine Orders into My Inventory?

**FIRST: Inspect your vaccine delivery for damage and viability. Check the packing insert for Merck deliveries and the cold chain temperature monitor for McKesson deliveries.**

**McKesson:** For viability issues, contact McKesson at 1-877-836-7123. For any other shipment issues, contact the Childhood Vaccine Program (CVP) at [WACHildhoodVaccines@DOH.WA.GOV](mailto:WACHildhoodVaccines@DOH.WA.GOV) (same-day notification is required for both contacts).

**Merck:** For any shipment or delivery issues (including viability), please complete the CDC/VFC Vaccine Inquiry Tool form at <https://cdcshipping.merck.com/> (same-day notification is required).

- Label the vaccine "Do Not Use" and store it under proper conditions in your storage unit.
- Contact the distributor or CVP depending on the type of issue.
- Do not receive the vaccines into the IIS until Merck or McKesson makes a determination.

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.

- 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.
- 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

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- 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.

Order Details								
Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting
10	10		influenza, injectable, quadrivalent	PUB	SANOPI PASTEUI	123456	04/10/2025	--select--
Comments					Tracking #			
10	10		influenza, injectable, quadrivalent, preservative free	PUB	GLAXOSMITHKLI	789000	04/10/2025	--select--
Comments					Tracking #			

Cancel Receive

- 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** x

Please review the following issues before continuing:

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

- 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
<input type="button" value="--&gt;"/>	17306	159367	05/24/2019	05/24/2019	Partially Received



**Questions?** Contact the IIS Help Desk at 1-800-325-5599 or [WAISHelpDesk@doh.wa.gov](mailto:WAISHelpDesk@doh.wa.gov)

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