

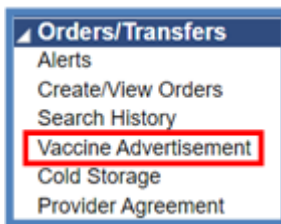
How to Search and Advertise Available Vaccine for Transfer

The Vaccine Advertisement function provides a simple and easy way to send and receive vaccines in the WAIS 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 WAIS.

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.

Vaccine Advertisement												
<input checked="" type="radio"/> View All Vaccine Advertisements <input type="radio"/> Advertise Vaccine for Transfer												
Show 10 entries											Search:	
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

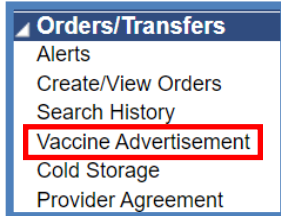
- Click [here](#) for detailed instructions on how to submit and receive vaccine transfers in the IIS.
- Click [here](#) to review the **Transfer and Redistribution Checklist** and complete the **CDC Supplemental COVID-19 Vaccine Redistribution Agreement**.
 - Note: Transferring providers must have an approved CDC Supplemental COVID-19 Vaccine Redistribution Agreement prior to transferring COVID-19 vaccines.

How to Search and Advertise Available Vaccine for Transfer

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.

Vaccine Advertisement											
<input type="radio"/> View All Vaccine Advertisements <input checked="" type="radio"/> 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 COVID-19 or Monkeypox vaccines you would like to advertise 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"/>	<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 exchanged by providers. You can view the status of your transfer request on the **Create/View Orders** screen.

How to Search and Advertise Available Vaccine for Transfer

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 WAIS.
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 WAIS.

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