



## Place a Vaccine Order

1. Login into system
  - a. Make sure you are logged into the correct provider/clinic
2. Click Inventory
3. Click Vaccines
4. Click Vaccine Orders
  - a. Make sure the order date range is appropriate for order you wish to review and click Search
  - b. If creating a new order click Add New Vaccine Order
5. Select the clinic from the dropdown and click Next
6. There are 2 ways to proceed with creating a vaccine order
  - a. To add a vaccine begin typing the vaccine name in the Vaccine |Mfg|NDC|Packaging field
  - b. Select the appropriate vaccine from the list provided
  - c. Enter the quantity of packages to order
  - d. Click Add to Order
7. Second way to create a vaccine order
  - a. Click Order Forecast and select from the dropdown list (Pediatric)
  - b. This will give you a forecasted order based on information in the IIS (Please note that vaccine must be ordered in package sizes (5, 10, 25 doses)
  - c. Click Add to Order
  - d. Select the vaccine from the drop down
  - e. Enter the quantity of packages to order
  - f. Click Add to Order
8. Check that the Total Doses and Total Cost are appropriate
9. Add comments
10. Click update to save the order
11. Click the arrow next to update
12. Select Submit to VFC Program
13. Success message will display
14. Click cancel to return to the previous screen
15. Order status will change to Submitted for Approval, once approved by the VFC program the order status will change to Approved