Washington State Immunization Information System
Quick Reference Guide
Vaccine Ordering & Receiving

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 orders. Order flu vaccines for a 30-day supply and continue to order if running low.

1. Log in to the system. Using the navigation menu, click on **Orders/Transfers** and **Create/View Orders** to show the current orders and transfers list.
2. Click on **Create Order** at the bottom of the screen.
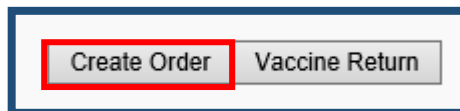
3. Review your vaccine delivery information (delivery address, contact information and delivery details). If your address is incorrect, contact the state immediately and do not proceed with the order. If your clinic's information has changed, update the details.

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💡 **Tip:** Enter text in the Instructions box if your clinic is going to be closed and will not be able to receive deliveries during your normal delivery times (e.g. Closed 12/24).

4. Select the desired **Order Set** from the drop down 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--
STATE SUPPLIED 013 / Distributor
STATE SUPPLIED 116 / Distributor

Inventory Transaction | Temperature | Doses Administered Report

Order Frequency: Monthly   **Order Timing:** 1st to 15th
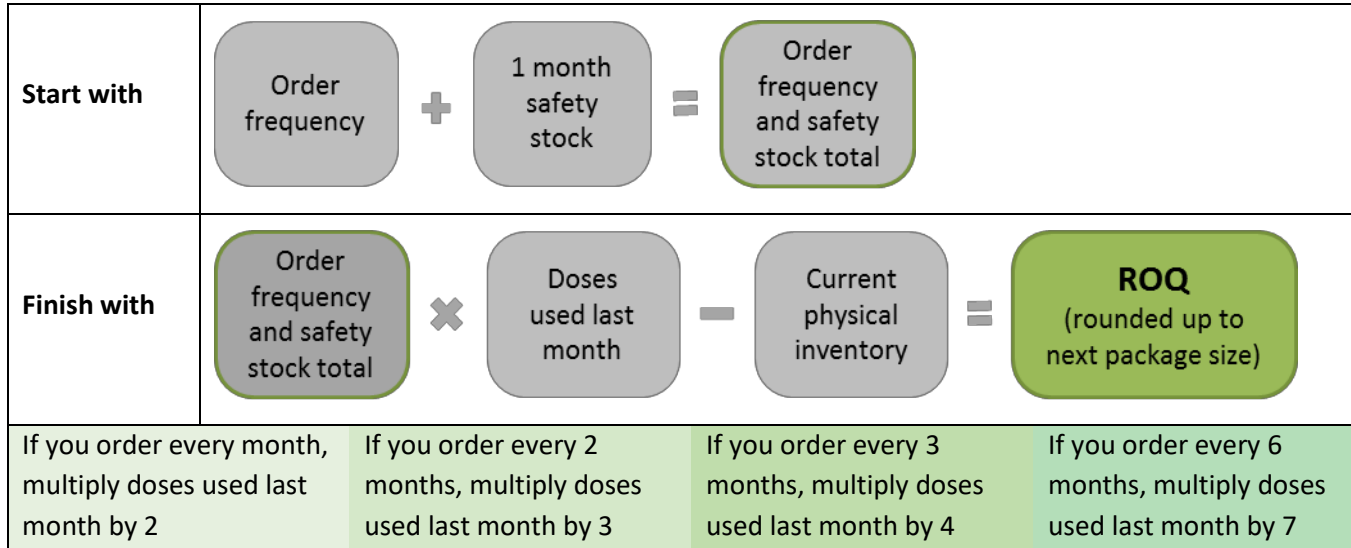**Order Schedule:**
Order Details
Vaccine Vaccine Name Funding Source Dose Used Last Month Physical Inventory Order Quantity Urgent Priority Reason Comments
Cancel | Save Order | Submit Order

5. 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).

6. Calculate your **Order Quantity** factoring in your recommended order quantity (ROQ). Your Order Quantity is required for all vaccines that you want to order.
   - If you need any assistance in calculating your order please contact us at 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.

Order Details

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
DT (pediatric)	DIPHTHERIA AND TETANUS TOXOIDS ADSORBED	SPLIT				☐	--select-- ▼	
DTaP-Hep B-IPV	PEDIARIX	SPLIT	5	10	60	☐	--select-- ▼	Clinic
DTaP-IPV	KINRIX	SPLIT	3	10	20	☐	--select-- ▼	Clinic
Hep A, ped/adol, 2 dose	HAVRIX	SPLIT	4	6	30	☐	--select-- ▼	Clinic

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ROQ Calculation

Start with	Order frequency ➕ 1 month safety stock = Order frequency and safety stock total			
Finish with	Order frequency and safety stock total ✖ Doses used last month ➖ Current physical inventory = **ROQ** (rounded up to next package size)			
If you order every month, multiply doses used last month by 2	If you order every 2 months, multiply doses used last month by 3	If you order every 3 months, multiply doses used last month by 4	If you order every 6 months, multiply doses used last month by 7

7. After entering in your **Order Quantity**, double check your entries. You cannot change an order once it has been submitted.
8. Click the **Submit Order** button on the bottom right to submit the order for review and approval. You can track the order status in the **Create/View Order** screen.

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.

1. Login, select **Orders/Transfers** in the left menu, and then select **Create/View Orders**.
2. Current orders are listed in the **Inbound Orders** section with the following details:
   - Order Number
   - PIN
   - Submit date
   - Approval date
   - Status

3. 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
-->	233989	187026	06/01/2018	06/06/2018	Approved

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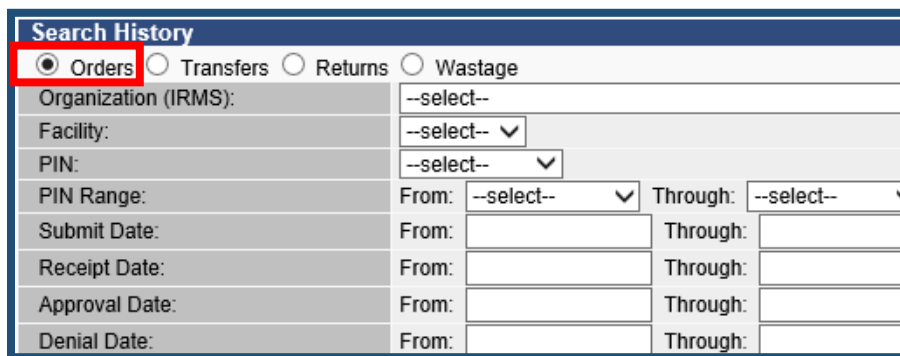
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Understanding Your Order Status

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

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Tip: The system returns results faster when you use more specific search criteria. The report searches all vaccines unless specified. To select several vaccines, hold down (Ctrl) on your keyboard and click on the vaccines you want to include.

3. 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:	
Order Status:	--select--
Order Number:	
Include deleted orders:	☐

Clear   Export Report   Search

How can I Receive Vaccine Orders in to 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. Immediately contact the distributor if there's any damage or viability concerns. For Refrigerated vaccine, contact McKesson at 1-877-836-7123. For Frozen vaccine, contact Merck at 1-800-637-2579.
   1. Store the vaccine appropriately
   2. Contact the distributor
   3. Contact the Department of Health

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.
   1. 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.
   2. 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
-->	17715	193999	04/09/2019	04/09/2019	Shipped

3. 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.

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Order Details

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting
10	10		DTaP-Hib-IPV	PUB	SANOFI PASTEU ▼	LOT127	04/10/2020	--select-- ▼
Comments						Tracking #	1Z81W6330180061011	
10	10		varicella	PUB	MERCK-MSD ▼	LOT129	04/10/2020	--select-- ▼
Comments						Tracking #	1Z81W6330180061011	
10	10		DTaP-Hep B-IPV	PUB	GLAXOSMITHKLI ▼	LOT126	04/10/2020	--select-- ▼
Comments						Tracking #	1Z81W6330180061011	
10	10		MMRV	PUB	MERCK-MSD ▼	LOT130	04/10/2020	--select-- ▼
Comments						Tracking #	1Z81W6330180061011	
15	15		meningococcal MCV4P	PUB	SANOFI PASTEU ▼	LOT128	04/10/2020	--select-- ▼
Comments						Tracking #	1Z81W6330180061011	

Cancel | Receive

4. 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 **Reject 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.**

Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date

Warning ✕

Please review the following issues before continuing:

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

Yes, I would like to receive my order | Cancel and return to receive order page

5. 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
-->	17306	159367	05/24/2019	05/24/2019	Partially Received

❓ **Questions?** Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov

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