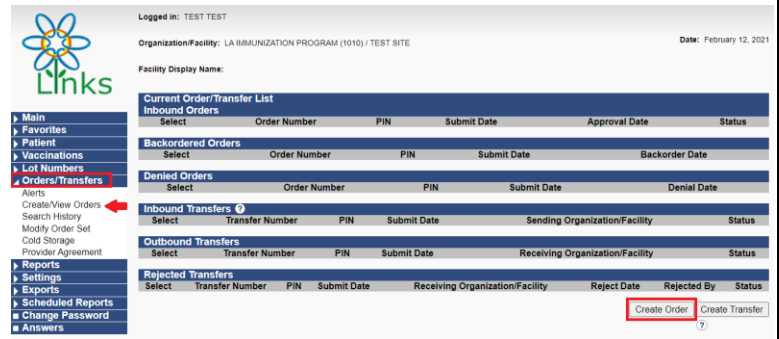
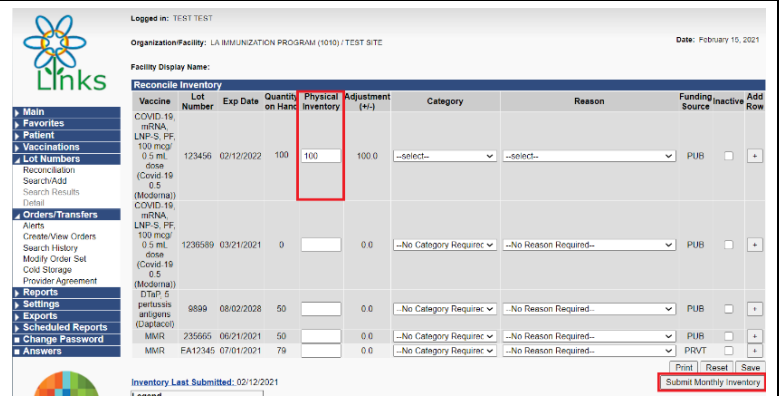


HOW TO PLACE A VACCINE ORDER

- 1) Under “Orders/Transfers” on the left toolbar, click “Create/View Orders.”
- 2) Click “Create Order.”

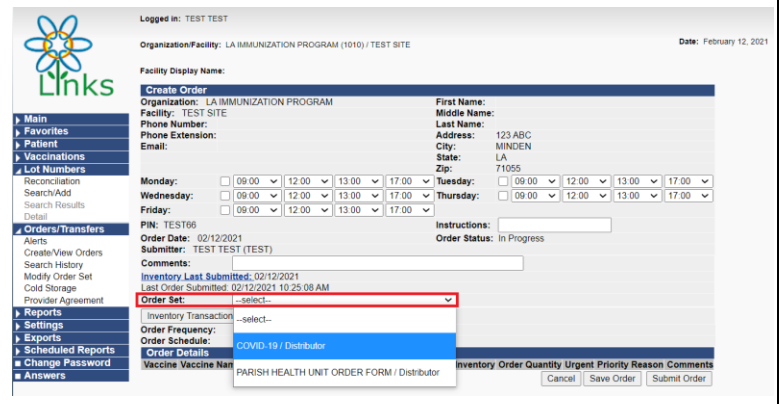


- 3) Count and enter the Physical Inventory that you have on hand. If your inventory does not match, select a Category and Reason.
- 4) Click Submit Monthly Inventory. Note that clicking Save will NOT allow you to place an order.

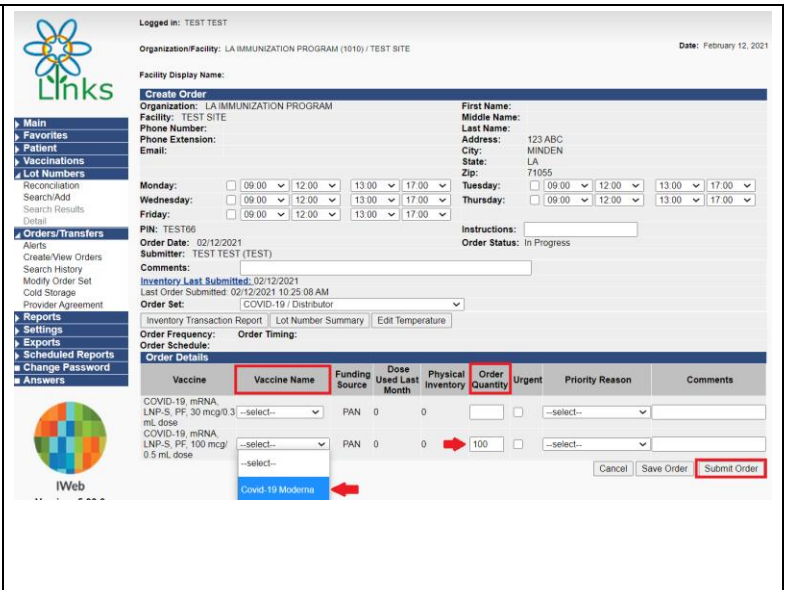


Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Covid-19 0.5 (Moderna))	123456	02/12/2022	100	100	100.0	--select--	--select--	PUB	<input type="checkbox"/>	
COVID-19, mRNA, LNP-S, PF, 100 mcg/ 0.5 mL dose (Covid-19 0.5 (Moderna))	1239589	03/21/2021	0		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	
DTaP-5 pertussis antigens	9899	08/02/2008	50		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	
MMR	235665	06/21/2021	50		0.0	--No Category Required--	--No Reason Required--	PRVT	<input type="checkbox"/>	
MMR	FA12345	07/01/2021	79		0.0	--No Category Required--	--No Reason Required--	PRVT	<input type="checkbox"/>	

- 5) Select the Order Set.



- 6) Under Vaccine Name, select the vaccine you want to order.
- 7) Enter the Order Quantity
- 8) If applicable, check the Urgent box, select a Priority Reason, and include a Comment.
- 9) Click "Submit Order."



Organization/Facility: LA IMMUNIZATION PROGRAM (1010) / TEST SITE
 Facility Display Name:
 Create Order
 Organization: LA IMMUNIZATION PROGRAM
 Facility: TEST SITE
 Phone Number:
 Email:
 Monday: 09:00 12:00 13:00 17:00
 Wednesday: 09:00 12:00 13:00 17:00
 Friday: 09:00 12:00 13:00 17:00
 PIN: TEST66
 Order Date: 02/12/2021
 Submitter: TEST TEST (TEST)
 Comments:
 Inventory Last Submitted: 02/12/2021
 Last Order Submitted: 02/12/2021 10:25:08 AM
 Order Set: COVID-19 / Distributor
 Inventory Transaction Report | Lot Number Summary | Edit Temperature
 Order Frequency: Order Timing:
 Order Schedule:
 Order Details

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
COVID-19 mRNA LNP-S, PF, 30 mcg/0.3 mL dose	--select--	PAN	0	0		<input type="checkbox"/>	--select--	
COVID-19 mRNA LNP-S, PF, 100 mcg/0.5 mL dose	--select--	PAN	0	0	100	<input checked="" type="checkbox"/>	--select--	

Cancel Save Order **Submit Order**

- 10) Your order is now "Pending State Approval."
- 11) Wait until order is set to "Approved" to accept inventory.



Organization/Facility: LA IMMUNIZATION PROGRAM (1010) / TEST SITE
 Facility Display Name:
 Order 511096 Successfully Created and Pending State Approval

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	511096	TEST66	02/12/2021		Pending State Approval

Select	Order Number	PIN	Submit Date	Backorder Date
Backordered Orders				

Select	Order Number	PIN	Submit Date	Denial Date
Denied Orders				

Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status
Inbound Transfers					

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status
Outbound Transfers					

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status
Rejected Transfers							

Create Order Create Transfer

