Instructions to Pre-book VFC Seasonal Influenza Vaccine Orders

The following are instructions to pre-book and accept VFC influenza vaccine orders in IRIS. For questions about the Vaccines for Children Program or pre-booking seasonal influenza vaccine, please call the VFC Program at 800-831-6293 ext. 4. Contact the IRIS Help Desk at 800-374-3958 with questions about IRIS or receiving influenza vaccine orders in IRIS.

To submit a flu pre-book order, please follow the below steps:

1) Select the ‘flu pre-book’ link under the Inventory section of the menu panel.

2) As necessary, type special comments for the order, delivery instructions, or update the delivery days and times for the organization.

   - Special Comments for Order
     - Enter Text: 150 characters left

   - Delivery Instructions
     - Enter Text: 35 characters left

   - Historical Notes
     - Created by: [Name]
     - Create Date: [Date]
     - Note

   - Delivery Days and Times
     - Delivery Window 1
       - Monday: 8:00 AM To 12:00 PM
       - Tuesday: 9:00 AM To 12:00 PM
       - Wednesday: 9:00 AM To 4:00 PM
       - Thursday: 9:00 AM To 12:00 PM
       - Friday: 7:00 AM To 12:00 PM
       - Saturday: 7:00 AM To 12:00 PM
       - Sunday: 7:00 AM To 12:00 PM

     - Delivery Window 2
       - 1:00 PM To 5:00 PM
3) The influenza vaccines available to pre-book are listed and displayed by Trade Name, Packaging, and NDC number. Enter the **number of doses** requested for the specific NDC in the Doses Requested column. If the value entered is not equivalent to the package, the amount will round up to the nearest package size.

![Pre-Book Influenza Vaccines Table](image)

4) After entering the quantities for each product ordered, select the Save button to submit the influenza vaccine pre-book order.

![Influenza Pre-book Orders](image)

5) A pop-up message will display, indicating the “Flu Prebook order has been submitted”. Select OK to continue.

![Message from webpage](image)

6) Verify the influenza pre-book order has been submitted by selecting the flu pre-book link from the left menu panel under the Inventory heading. A message in red will display, indicating when the pre-book was submitted or last updated.
7) If edits need to be made to the influenza pre-book order before the pre-book period has ended, select the flu pre-book link and update the quantity in the doses requested field and select Save. Each time the flu pre-book page is updated, a confirmation message will appear, and the submitted date will be updated.

8) Once the flu pre-book period has ended, edits can no longer be made to the flu pre-book order page, and the amount in the doses requested column will no longer be editable as shown below.

9) If the Vaccines for Children (VFC) Program makes any changes to an organization’s flu pre-book order, the historical notes section on the flu pre-book page will reflect the change as shown below.
10) Once the VFC Program begins distributing doses, the flu pre-book page will update to indicate the number of doses distributed, the last distributed date, and the doses remaining to be distributed. This page will update with each influenza vaccine order sent to the organization.

![Pre-Book Influenza Vaccines](image)

11) The status of an organization’s flu prebook order can be viewed through the manage orders link under the Inventory section of the menu panel.

12) The manage orders page includes a filter to display flu pre-book orders. To view the orders, select the Flu radio button. Flu pre-book orders have the same status as other VFC orders:

   a. **Processed** - IDPH has satisfied each line item in the order and has selected the Submit/Save button. Orders will stay in a status of Processed until it has been sent to the distributor.

   b. **Sent to Distributor** - the order has been sent to the distributor for filling of the order.

   c. **Shipped** - the order has been completely fulfilled and is ready for the organization to accept the vaccine into their inventory.

   d. **Accepted** - the order was accepted by the organization. This type of order can no longer be modified, and is considered a historical order.
Instructions to Accept Influenza Vaccine Orders

13) Distribution of VFC influenza vaccine orders can be monitored using the Vaccine Order/Transfer Notification table on the home page. When influenza vaccine orders are shipped, a number will display in the Shipped column of the Order(s) line. The process to accept influenza vaccine into inventory will be similar to other VFC vaccine orders.

<table>
<thead>
<tr>
<th>Vaccine Order/Transfer Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Order(s)</td>
</tr>
<tr>
<td>Transfer(s)</td>
</tr>
</tbody>
</table>

14) Select the ‘manage transfers’ link under the Inventory section on the left menu panel.

15) On the Manage Transfers page, orders needing to be accepted are listed in the ‘Inbound Transfer’ table. To begin accepting the order, select the blue hyperlink under the Transfer ID column.

16) On the Receive Transfer page, information is displayed regarding the sending and receiving organization, vaccine information, including lot number, the amount of doses and the inventory action that will take place once the order is accepted. This action will inform the user if a new lot number is created or merged with an existing lot number in inventory.
17) After reviewing the information, accept the order by selecting the ‘Accept Transfer’ button.

![Accept Transfer button](image)

18) A message will display to verify the addition of the item(s) into inventory. Select OK to continue.

![Message confirmation](image)

19) The message will display, ‘Transfer Successfully Accepted’. The accepted vaccine will appear in the organization’s inventory. For organizations that do not use inventory in IRIS, the order will not appear in the inventory:

![Transfer success](image)

20) Follow these steps to accept each vaccine in the order into the organization’s inventory. Once all vaccines have been accepted, the order status will display as ‘Accepted’ and will become a Flu Historical order.

![Manage Orders](image)