



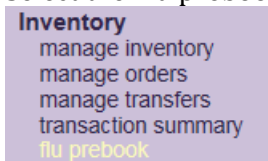
Influenza Vaccine Prebook and Order Receiving Instructions January 2018

Instructions to Prebook VFC Seasonal Influenza Vaccine Orders

The following are instructions to prebook and accept VFC influenza vaccine orders in IRIS. For questions about the Vaccines for Children Program or prebooking 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 prebook order, please follow the below steps:

- 1) Select the 'flu prebook' 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: characters left.

Delivery Instructions
Enter Text: characters left.

Historical Notes

Created by	Create Date	Note
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Delivery Days and Times

	Delivery Window 1		Delivery Window 2	
<input checked="" type="checkbox"/> Monday	8:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM
<input checked="" type="checkbox"/> Tuesday	9:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM
<input checked="" type="checkbox"/> Wednesday	9:00 AM	To 4:00 PM	8:00 PM	To 10:00 PM
<input checked="" type="checkbox"/> Thursday	9:00 AM	To 12:00 PM	1:00 PM	To 9:00 PM
<input checked="" type="checkbox"/> Friday	7:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM
<input checked="" type="checkbox"/> Saturday	7:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM
<input checked="" type="checkbox"/> Sunday	7:00 AM	To 12:00 PM	1:00 PM	To 5:00 PM

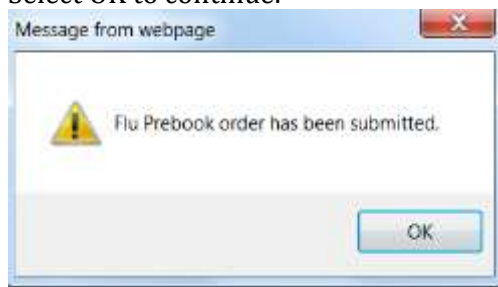
- 3) The influenza vaccines available to prebook are listed and displayed by Trade Name, Packaging, and NDC number. Enter the **number of doses** requested for the specific NDC in the Doses Requested column. If the value entered is not equivalent to the package, the amount will round up to the nearest package size.

Pre-Book Influenza Vaccines								
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Fluarix Quad, P-free	influenza, injectable, quadrivalent, p-free SYR 10-Pack	58160-0900-52	PED	<input type="text" value="60"/>			0
FLU	Fluzone Quadrivalent	Influenza, quadrivalent MDV10 1-Pack	49281-0623-15	PED	<input type="text" value="220"/>			0
FLU	Fluzone quad, P-free Peds	Influenza, quadrivalent, preservative free, SYR 10-pack	49281-0513-25	PED	<input type="text" value="240"/>			0

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

Influenza Pre-book Orders				
VFC PIN	B99999	Delivery Contact	JOSEPH Zehner	<input type="button" value="Save"/>
Initiating Organization	Joey Training Org Test	Delivery Address	123 FOURTH STREET	
Initiating User	Joseph Zehner		SUPER EXTRA LONG	<input type="button" value="Cancel"/>
Org Phone	(563) 333-3333 		CITY, IA 55555-	
Org Fax	(989) 516-5555  x			
Social Comments for Orders				

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



- 6) Verify the influenza prebook order has been submitted by selecting the flu prebook link from the left menu panel under the Inventory heading. A message in red will display, indicating when the prebook was submitted or last updated.

Influenza Pre-book Orders Submitted Date 06/14/2016

VFC PIN	B99999	Delivery Contact	JOSEPH Zehner	<input type="button" value="Save"/>
Initiating Organization	Joey Training Org Test	Delivery Address	123 FOURTH STREET	
Initiating User	Joseph Zehner		SUPER EXTRA LONG	<input type="button" value="Cancel"/>
Org Phone	(563) 333-3333 x555555		CITY,IA 55555-	
Org Fax	(989) 516-5555 x			

- 7) If edits need to be made to the influenza prebook order before the prebook period has ended, select the flu prebook link and update the quantity in the doses requested field and select Save. Each time the flu prebook page is updated, a confirmation message will appear, and the submitted date will be updated.
- 8) Once the flu prebook period has ended, edits can no longer be made to the flu prebook order page, and the amount in the doses requested column will no longer be editable as shown below.

Pre-Book Influenza Vaccines					
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested
FLU	Fluarix Quad, P-free	influenza, injectable, quadrivalent, p-free SYR 10-Pack	58160-0900-52	PED	<input type="text" value="60"/>
FLU	Fluzone Quadrivalent	Influenza, quadrivalent MDV10 1-Pack	49281-0623-15	PED	<input type="text" value="220"/>
FLU	Fluzone quad, P-free Peds	Influenza, quadrivalent, preservative free, SYR 10-pack	49281-0513-25	PED	<input type="text" value="240"/>

- 9) If the Vaccines for Children (VFC) Program makes any changes to an organization's flu prebook order, the historical notes section on the flu prebook page will reflect the change as shown below.

Historical Notes

Created By	Create Date	Note
Zehner, Joseph	06/14/2016 09:28 AM	NDC # 66019-0300-10, intention PED, IDPH altered doses requested to 50.

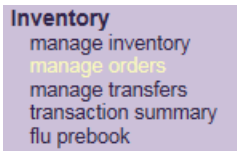
Delivery Days and Times

	Delivery Window 1		Delivery Window 2	
<input checked="" type="checkbox"/> Monday	8:00 AM	To	12:00 PM	1:00 PM To 5:00 PM

10) Once the VFC Program begins distributing doses, the flu prebook 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								
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Fluarix Quad, P-free	influenza, injectable, quadrivalent, p-free SYR 10-Pack	58160-0900-52	PED	<input type="text" value="50"/>	20	06/14/2016	40
FLU	Fluzone Quadrivalent	Influenza, quadrivalent MDV10 1-Pack	49281-0623-15	PED	<input type="text" value="220"/>	100	06/14/2016	120
FLU	Fluzone quad, P-free Peds	Influenza, quadrivalent, preservative free, SYR 10-pack	49281-0513-25	PED	<input type="text" value="240"/>			240

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 prebook orders. To view the orders, select the Flu radio button. Flu prebook orders have the same status as other VFC orders:

- 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.
- Sent to Distributor** - the order has been sent to the distributor for filling of the order.
- Shipped** - the order has been completely fulfilled and is ready for the organization to accept the vaccine into their inventory.
- Accepted** - the order was accepted by the organization. This type of order can no longer be modified, and is considered a historical order.

Manage Orders

Order List Show: Current Historical Both Flu Flu Historical

Current Flu Orders

User	Submit Date	Status	Order #
Joseph Zehner	06/14/2016	PROCESSED	2767

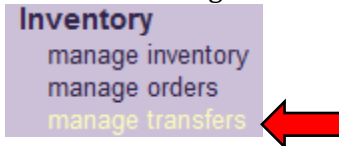
Instructions to Accept Influenza Vaccine Orders

- 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.

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)	3	0	0
Transfer(s)	No Transfer Notification		

- 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.

Inbound Transfer

Create Date	Type	Transfer ID	Order ID	Sending Org	Receiving Org	Ship Date	Accept Date	Return Date
05/30/2013	ORDER	1221	1681	Iowa Immunization Program	IRISINV	05/30/2013		
05/30/2013	ORDER	1220	1681	Iowa Immunization Program	IRISINV	05/30/2013		
05/30/2013	ORDER	1219	1681	Iowa Immunization Program	IRISINV	05/30/2013		

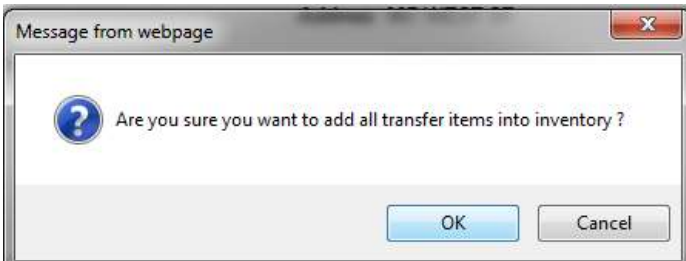
- 16) On the Receive Transfer page, information is displayed regarding the sending and receiving organization, vaccine information, including lot number, the amount of doses and the inventory action that will take place once the order is accepted. This action will inform the user if a new lot is created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

Transfer Number 1643		Created on 06/14/2016	
Sending Entity		Receiving Entity	
Organization	Iowa Immunization Program	Organization	Joey Training Org Test
Address	221 E 12 ST DES MOINES, IA 50319	Address	123 FOURTH STREET SUPER EXTRA LONG CITY, IA 55555
Contact	SHELBY TOOZE	Contact	JOSEPH Zehner
Phone #		Phone #	(989) 576-1511
Ship Date	06/14/2016	Order #	2767
Transfer Vaccine Item			
Vaccine Group	Trade Name	Lot Number	Inventory Action
Influenza-seasn1	Fluzone Quadrivalent (49281-0623-15)	flu456	Create New Lot
			Transfer Quantity: 100
			Order Line Number: 004048
			Shipping Info: UPS

17) After reviewing the information, accept the order by selecting the 'Accept Transfer' button.

Receive Transfer		Order ID 1681
Accept Entire Transfer....	Accept Transfer	
Reject Entire Transfer....	Reject Transfer	
Partially Accept Transfer....	Partially Accept	
Return to the Previous Screen....	Cancel	

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



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:

Manage Transfer	Transfer Successfully Accepted
Create a New Transfer....	New Transfer
Return to the Previous Screen....	Cancel

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			
			Create Order
			Cancel
Order List	Show: <input type="radio"/> Current <input type="radio"/> Historical <input type="radio"/> Both <input type="radio"/> Flu <input checked="" type="radio"/> Flu Historical		
<i>Historical Flu Orders (last 30 days by default)</i>			
Show Historical Orders by Date From:		<input type="text" value="05/15/2016"/>	To: <input type="text" value="06/14/2016"/>
		<input type="button" value="Refresh List"/>	
User	Submit Date	Status	Order #
Joseph Zehner	06/14/2016	ACCEPTED	2767