

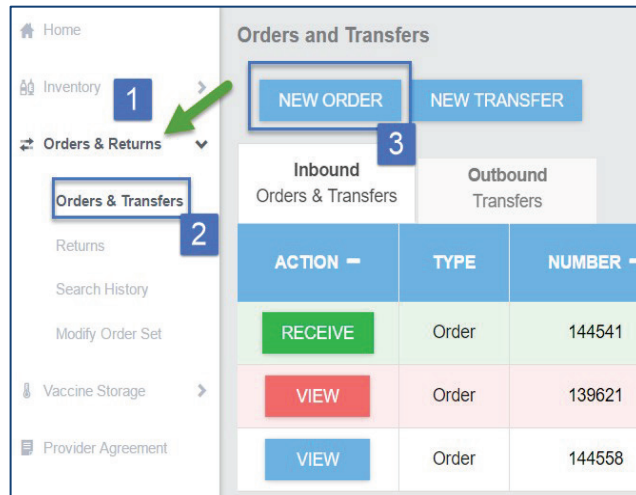


## VOMS Create Vaccine Order

This guide provides information on how to place a new vaccine order in VOMS. Users with the "Allow Online Orders" permission are allowed to create, edit, save, and submit vaccine orders. Depending on the organization/facility's configuration settings, some users may be required to document the cold chain, correct lot decrementing, and/or reconcile inventory before creating a new order. If the **Allow only brand selection per vaccine** option is selected for the facility in IWeb, providers are restricted from selecting multiple brands for the same vaccine in an order set. This allows for improved documentation accuracy.

### Orders & Transfers

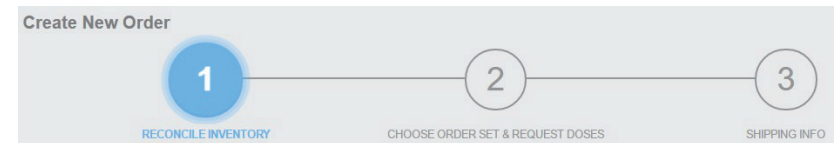
- 1) Select the **Orders & Returns** menu heading (1), then select **Orders & Transfers** (2). On the top left of the Orders and Transfers page, click the **New Order** button (3).



- 2) Once the Create New page opens, the required workflow steps are displayed at the top of the screen. The current step pulsates in blue to help identify progress in the order process.

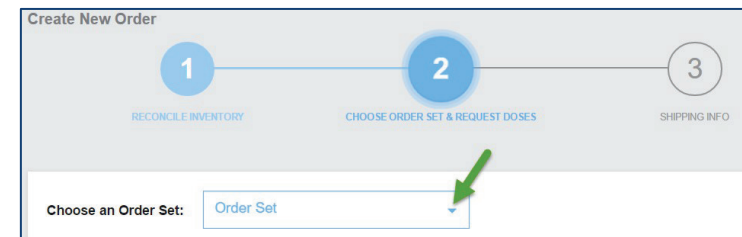
*Example:* If the user is required to reconcile inventory, Reconcile Inventory may be the first step in the workflow.

**NOTE:** Refer to the Reconciliation Quick Reference Guide for further details.



### Order Set

- 3) Next, select an Order Set from the drop-down list. (If there is only one order set, there may not be a drop-down list).



- 4) The following headers are available after an Order Set is selected:
  - a. Vaccine - vaccine name, manufacturer, packaging information, and NDC number
  - b. Funding Source - vaccine funding source. Ex: PUB (Public), PRVT (Private)
  - c. Doses On Hand - current number of doses
  - d. Doses Administered - number of doses administered



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- e. Recommended Order Quantity - number of doses recommended for ordering, as well as see a history of the previous doses administered and the calculation
  - f. Doses Requested - number of doses requested for order. Please note that doses requested must be equal to or above the minimum order quantity
  - g. Order is Urgent - critical order
  - h. Priority Reason - if order is marked as urgent, a priority reason is required to be selected from the drop-down
  - i. Comments - for order notes
- 5) The page shows the vaccine lots available in that order set.
- 6) The Recommended Order Quantity (ROQ) section provides guidance on the amount of doses that are recommended for ordering:
- a. If the vaccine has not been ordered before, the message *No Previous Order History* appears in the field
  - b. If the vaccine has been ordered, the ROQ appears as a button that can be clicked for information on how the amount was calculated
  - c. After clicking the blue button, the ROQ window pops up with a history of the previous doses administered and the calculation for the ROQ

Vaccine	Funding Source	Doses On Hand	Doses Administered	Recommended Order Quantity	Doses Requested
HEP-A HEP-B 3 DOSE					
Hep A-Hep B Twinrix® Adult 10	STATE	0	<input type="text"/>	No Previous History with this Vaccine	<input type="text"/>
DTaP/DT/Id Tdap					
Tdap Boostrix, Adacel 10	317	0	<input type="text"/>	30	<input type="text"/>



RECOMMENDED ORDER QUANTITY

Tdap Boostrix, Adacel 10 pack

DOSES ORDERED HISTORIC	
May 31 - June 29, 2014	10
May 31 - June 29, 2015	20
Sum of Doses Ordered	30
Average Usage: Total # of Years With Data	15

RECOMMENDED ORDER QUANTITY (ROQ)	
Average Usage (see above)	15
Safety Stock: Average/1 months	15
Current Physical Inventory	0
Calculated ROQ: (Avg. + Safety) - Current Inventory	30
ROQ Rounded Up: (Minimum Order Quantity)	30

- 7) Enter in the amount of doses requested for the vaccines available in the order set.
- 8) Click **Save** to save the current order information.



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9) Click **Next** when ready to continue creating the order.

10) Depending on your state's settings, the ordering workflow may involve delivery hours becoming editable. The user may also be able to verify shipping information. The delivery hours may be updated by clicking the icon in the Delivery Hours heading. Click **Save** when finished.

11) If there are any special delivery instructions, click the Delivery Instructions box and enter a comment.

12) When finished updating the shipping information, click **Submit Order**. The Orders and Transfers page reopens with the new order added to the Inbound Orders & Transfers list.



Orders and Transfers

NEW ORDER NEW TRANSFER ORDER SEARCH

Inbound Orders & Transfers Outbound Transfers

ACTION	TYPE	NUMBER	SENDER	ORDER DATE	STATUS
RECEIVE	Order	144541	McKesson	05/26/2016	Approved
VIEW	Order	139621	McKesson	09/11/2015	Denied
VIEW	Order	144558	McKesson	06/07/2016	Pending Local Approval
VIEW	Order	145335	McKesson	06/30/2016	Pending Local Approval