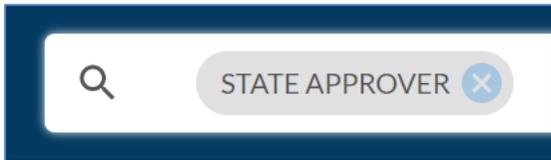


Approve Orders

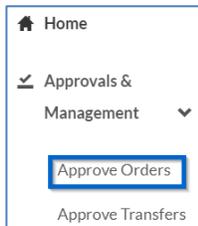
Authorized users with Local or State Approver permission can approve orders in VOMS 2.0.

Approve an Order

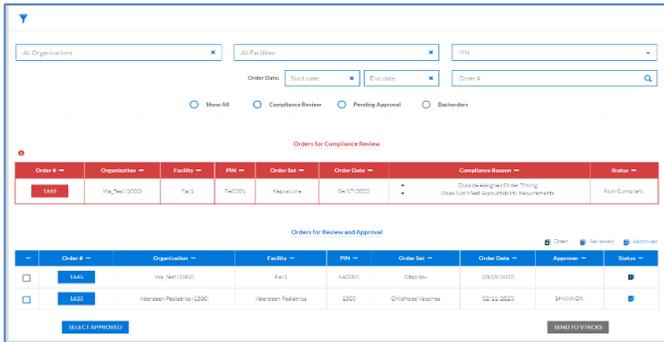
1. Login to VOMS.
2. Search for the approving Organization in the search bar.



3. Click the **Approvals & Management > Approve Orders** on the navigation menu.



4. The **Approve Orders** page is divided into four main sections:



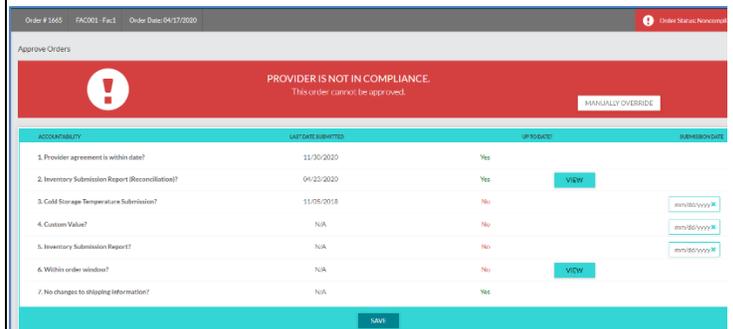
- Filters** - This section allows users to find all orders based on organization, facility, PIN, order date range, and/or order number.
- Orders for Compliance Review** - Orders that have been placed but do not meet all compliance requirements.
- Orders for Review and Approval** - orders that can be approved, sent to VTrckS, or rejected.
- Vaccine Backorder Review** - orders that have been backordered.
- Orders Pending Shipment** - This section appears only for Depot users.

Orders for Compliance Review

1. Select the **Order #** to view the order details.

Order #	Organization	Facility	PIN	Order Set	Order Date	Compliance Reason	Status
1022	Wa_Test (1002)	Fac1	FAC001	Dtap-ipv	07/19/2018	<ul style="list-style-type: none"> Outside Assigned Order Timing Shipping Information Changed Does Not Meet Accountability Requirements Reconciliation Past Due 	Non-Compliant

2. Approvers can review non-compliance reason(s) on the **Approve Order** details page. Compliance triggers are administrator defined and examples could be:
 - a. Reconciliation is past due or Provider agreement is not within date
3. The approver can make any necessary changes to the accountability submission by entering a date in the **Submission Date** column and click **Save**.
4. After review, approvers can choose to override compliance by selecting the **Manual Override** button and approve, leave the order in queue, or deny the order.



Orders for Review and Approval

1. Orders status' can be any of the following:
 - a) **Open** – order has not been approved
 - b) **Reviewed** – order has been viewed and saved
 - c) **Approved** – order has been approved but not sent to the State/VTrcks.

2. When reviewing an order, the order details can be reviewed by selecting the **Order #**.

Order #	Organization	Facility	PIN	Order Set	Order Date	Approver	Status
1451	VaNet (2002)	Faci1	RM202	Other	03/09/2020		
1455	Abertan Pediatrics (350)	Abertan Pediatrics	350	Childhood Vaccine	02/11/2020	SHARON	

3. Once on the page, there are further order details:

FACILITY INFORMATION	>
INVENTORY REPORT LINKS	>
PRIORITY REASON AND ORDER COMMENTS	>

- Facility Information** - Shipping and Contact Information are shown in this section.
- Inventory Report Links** - Links to inventory related reports. This section may not be visible if it has been disabled by a system administrator.
- Priority Reason and Order Comments** - This section shows if the order is a priority and the associated priority reasons and comments.

Vaccine Order Details

- Clicking on **View Order History** allows the approver to view the providers recent order history in a pop-up.
- The **Approved Quantity** can be more or less than the **Order Quantity**.
 - If Approved Quantity is less than Order Quantity, a **Denied or Backorder Quantity** must be entered.
- The approver has ability to **Deny Entire the Order** and if they do, they are required to select a **Denial Reason**.

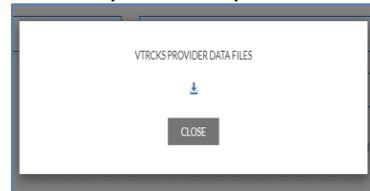
Vaccine	Dates Used (Last Month)	Physical Inventory	Order Quantity	Approved Quantity	Denied Quantity	Backorder Quantity	BQC	BQC Exception	Denial Reason
Rotavirus Pentavalent (1079)	0	0	0	0			No Physical Inventory (order the vaccine)		
Measles (1075)	0	0	0	0			No Physical Inventory (order the vaccine)		

- Once all sections of the page have been reviewed, the approver can click **Save** (to review later) or **Approve** to approve the order.
 - The order can be approved-in-full, denied-in-part or denied-in-full.
- After the order(s) have been reviewed and approved, the order approver can select the approved orders and select the **Send to State** button. The checkbox can only be selected when the order has been approved.

ORDER #	ORGANIZATION (RMS)	FACILITY	PIN	ORDER SET	ORDER DATE	APPROVER	STATUS
145508	Angle'S Org (3243)		768901	Single Vaccine Set	06/28/2016	REBECCAFC	<input type="checkbox"/>
145509	Angle'S Org (3243)		768901	Single Vaccine Set	06/28/2016	REBECCAFC	<input type="checkbox"/>
145421	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Boostvac	07/07/2016	TSPEARS	<input type="checkbox"/>
145459	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Single Vaccine Set	07/11/2016		<input type="checkbox"/>
145460	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Single Vaccine Set	07/11/2016		<input type="checkbox"/>
145461	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Single Vaccine Set	07/11/2016		<input type="checkbox"/>
145462	Family Health Centers Of Okanogan (1173)	Family Health Centers Tonasket	170001	Single Vaccine Set	07/11/2016		<input type="checkbox"/>

*Note: If there is only a State Approver, instead of **Send to State** it will be **Send to Vtrcks**.*

- A pop-up will appear; select the **download icon** to download the files to your computer.



- A zip file will download to your local drive with three Excel files for ordering and inventory.

Name
startingadmin-provider-order-inventory-2020.04.27_06.55.csv
startingadmin-provider-order-master-2020.04.27_06.55.csv
startingadmin-provider-order-orders-2020.04.27_06.55.csv

- Once the order(s) have been approved, they will no longer appear on the page.