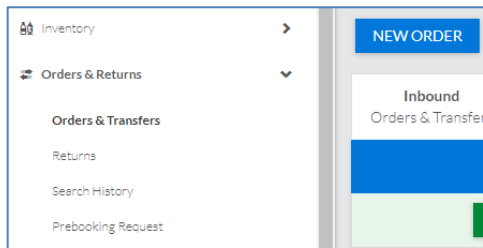


Creating an Order

Users with the **Allow Online Orders** permission can create, edit, save, and submit vaccine orders. Depending on the state's configuration settings, users may be required to correct lot decrementing, and/or reconcile inventory before creating a new order. If the **Allow Only One Brand Selection per Vaccine** option is selected, providers are restricted from selecting multiple brands for the same vaccine in an order set. This allows for improved documentation accuracy.

Create a New Order

1. Click the **Orders & Returns > Orders & Transfers** link in the navigation menu, then click the **New Order** button on the **Orders and Transfers** page.



2. On the **Create New Order** page, the required workflow steps are displayed at the top of the page. The current step pulsates in blue to help identify the user's progress in the order process.



- a. *Example:* If the user is required to correct lot decrementing or reconcile inventory before creating a new order, **Correct Lot Decrementing** or **Reconcile Inventory** may appear as the first step in the workflow.
- b. Refer to the *Correct Lot Decrementing Quick Reference Guide* or the *Inventory Reconciliation Quick Reference Guide* for further details.

Choose an Order Set

1. Next, select an **Order Set** from the drop-down list. (If there is only one order set, the order set will automatically populate.)



2. The following columns/links appear after an **Order Set** is selected:

Vaccine	Funding Source	Doses On Hand	Doses Administered	Recommended Order Quantity	Doses Requested
ATHENS TEST					
Dose 1		1	0	1	1
Dose 2		1	0	1	1
Dose 3		1	0	1	1

- **Inventory Report Links** - This includes the **Inventory Transaction** and **Lot Number Summary** Report. Select the report to go to the parameters page. Enter report criteria and click **Create Report** to generate the report.
- **Vaccine** - Vaccine name, brand name, packaging information, and NDC number
- **Funding Source** - Vaccine funding source, such as PUB (Public) or PRVT (Private)
- **Doses on Hand** - Current number of available doses
- **Doses Administered** - Number of doses that have been administered
- **Doses Requested** - Number of doses requested for the order. **Note:** this amount must be equal to or above the minimum order quantity
- **Comments** - Enter any order notes and/or temperature information

- In the **Doses Requested** field, enter the quantity of doses requested for the vaccines available in the **Order Set**.

ATHENS TEST					
Vaccine	Delivery Hours	Doses/Kit Used	Doses Administered	Recommended Order Quantity	Doses Requested
BEMIS/10					
Dose 1 1000141114111111	9:00 AM - 5:00 PM	0	0	10 Physical (1000141114111111)	0
Dose 2 1000141114111111	9:00 AM - 5:00 PM	0	0	10 Physical (1000141114111111)	0
Dose 3 1000141114111111	9:00 AM - 5:00 PM	0	0	10 Physical (1000141114111111)	0

- When finished entering the information, click **Next** to move on to the next ordering step.
 - If you are not ready to submit the order at this time, click **Save** to save the order and return to the **Order and Transfers** page where the saved order will be listed.



- Next, you will be brought to the **Shipping info** page. To edit the delivery hours, click the Edit icon (✎) in the **Delivery Hours** heading. Click **Save** when finished.

DELIVERY HOURS	
Monday	
Tuesday	8:10 AM - 5:00 PM
Wednesday	8:10 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 5:00 PM
Saturday	
Sunday	

EDIT DELIVERY HOURS

<input type="checkbox"/>	Monday	<input type="text" value="8:10 AM"/>	<input type="text" value="5:00 PM"/>
<input checked="" type="checkbox"/>	Tuesday	<input type="text" value="8:10 AM"/>	<input type="text" value="5:00 PM"/>
<input checked="" type="checkbox"/>	Wednesday	<input type="text" value="8:10 AM"/>	<input type="text" value="5:00 PM"/>
<input checked="" type="checkbox"/>	Thursday	<input type="text" value="9:00 AM"/>	<input type="text" value="5:00 PM"/>
<input checked="" type="checkbox"/>	Friday	<input type="text" value="9:00 AM"/>	<input type="text" value="5:00 PM"/>
<input type="checkbox"/>	Saturday	<input type="text" value="8:10 AM"/>	<input type="text" value="5:00 PM"/>
<input type="checkbox"/>	Sunday	<input type="text" value="8:10 AM"/>	<input type="text" value="5:00 PM"/>

Permanent Changes: Make change permanent. (e.g.: change in the dates or times this office is open)
 Temporary Change: Make change for this order only. (e.g.: holidays, closings, vacation)

- If there are any special delivery instructions, enter them in the **Delivery Instructions** textbox.

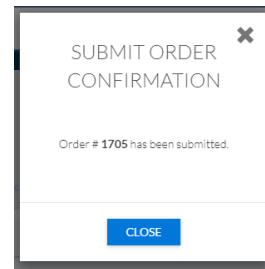
DELIVERY INSTRUCTIONS

Do not enter Delivery Hours here. Driver will only use Delivery Hours specified to the left for valid delivery times.

- Click **Submit Order**.



- A confirmation pop-up will appear with the **Order Number**. Select **Close**.



- The **Orders and Transfers** page reopens with the new order added to the **Inbound Orders & Transfers** list.

Orders and Transfers					
NEW ORDER		SEARCH			
Access	Type	Order #	Order	Order Date	Status
VIEW	ORDER	1705	2005	08/21/2020	Inbound Order