



## **Prebooking Request**

Once the state assigns providers to prebooking and creates a prebooking order set, providers may prebook vaccines using the Prebooking Request.

## **Prebooking Request**

- 1. Select **Orders & Returns** from the left side menu and then **Prebooking Request**.
- Select a **Prebooking Category**. Depending on what the provider is assigned to, there may be more than one category available to select from.

Provider Prebooking Request						
Choose a Prebo	oking Category:	Select Prebooking Category	*			
		AUGTEST CAT				
Placeholder		FLUSEASON 2019-2020 TEST Future JJJ2				

 Once a category has been selected, the Prebooking Order Set assigned to the provider will auto-populate along with two tabs: Shipping Info and Provider Request.

Provider Prebooking Request				
Choose a Prebooking Category:	FLU-2019 (LEGACY) 👻			
Prebooking Order Set:	PREBOOKING NON-RESTRICTED FUNDING			
SHIPPING INFO		>		
PREBOOKING REQUEST	~			

4. Select the **Shipping Info** tab to review or edit the shipping information and delivery times if needed.

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- Scroll down to the Provider Request section and enter the requested number of doses in the Doses Requested field for each vaccine. The doses requested must be equal to or above the minimum order quantity.
  - a. If a vaccine in the order set is not needed, enter in a 0.

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Influenza Inj Quadrivalent W/Presv. 6+ Mos Fluzone Quadrivalent 15 pack NDC: 49281-0625-15 Funding: STATE	0
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Influenza, Injectable, Quadrivalent, Preservative Free, Pediatric Fluzone Quadrivalent, Peds 1 pack NDC: 47201-0516-25 Funding: VFC	0
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- 6. Select **Submit**.
- 7. Click **Yes** on the Save Confirmation screen.

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8. Click Close.



 Once a prebooking request for a category has been made, changes cannot be made until the next cycle. Contact your state administrator for any changes that need to be made.