

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**.
2. Select a **Prebooking Category**. Depending on what the provider is assigned to, there may be more than one category available to select from.

3. 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**.

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

5. 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.

Vaccine	Doses Requested
Dtap 5 Pertussis Antigens Daptacel 10 pack - VIALS NDC:49281-0056-10 Funding:VFC	0
Influenza H3N2 Quadrivalent W/Pres. 6+ Mos Fluzone Quadrivalent 15 pack NDC:49281-0623-15 Funding:STATE	0
Influenza H3N2 Quadrivalent, Pres Free Fluzone Quadrivalent 1 pack - SYRINGES NDC:49281-0416-50 Funding:317	0
Influenza, Injectable/Quadrivalent, Preservative Free, Pediatric Fluzone Quadrivalent, Pres 1 pack NDC:49281-0336-25 Funding:VFC	0
Influenza, Injectable/Quadrivalent, Preservative Free, Pediatric Preservative Free Fluzone Qiv 1 pack - VIALS NDC:49281-0516-25	0

6. Select **Submit**.
7. Click **Yes** on the Save Confirmation screen.

8. Click **Close**.

9. 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.