ALERT IIS: How to Order Vaccine

All standard and super users have access to the Manage Orders menu item. Users will be required to submit an inventory of state-supplied vaccine within 14 days of ordering.

This Vaccine Ordering guide addresses the following subjects:
- **How to create a vaccine order in ALERT IIS**
- **How to track an order**
- **How to receive and accept an order into your inventory**

Creating an Order

1. Log in to ALERT IIS (www.alertiis.org).

2. Click **Manage Orders** under the Inventory heading of the menu panel.

3. Click the **Create Order** button.

If your organization is missing delivery information, the following error message with show:
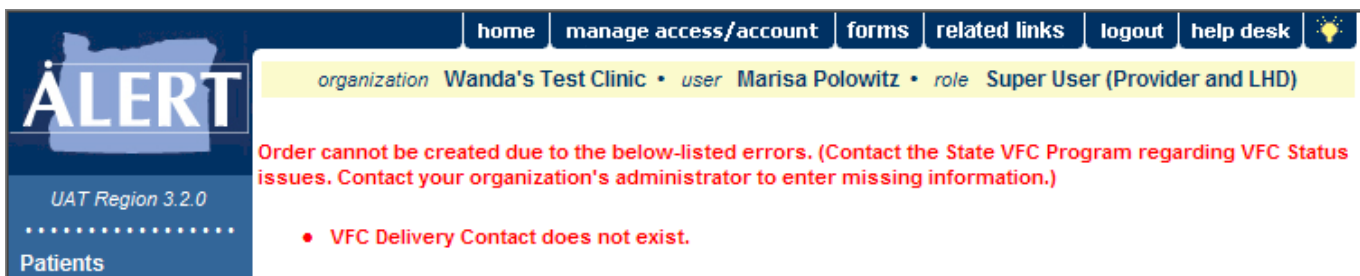
NOTE: If you try to create an order without having submitted a reconciled count within the past 14 days, you will automatically be redirected to the Manage Inventory page, and will not be allowed to order any vaccine until you submit a count.
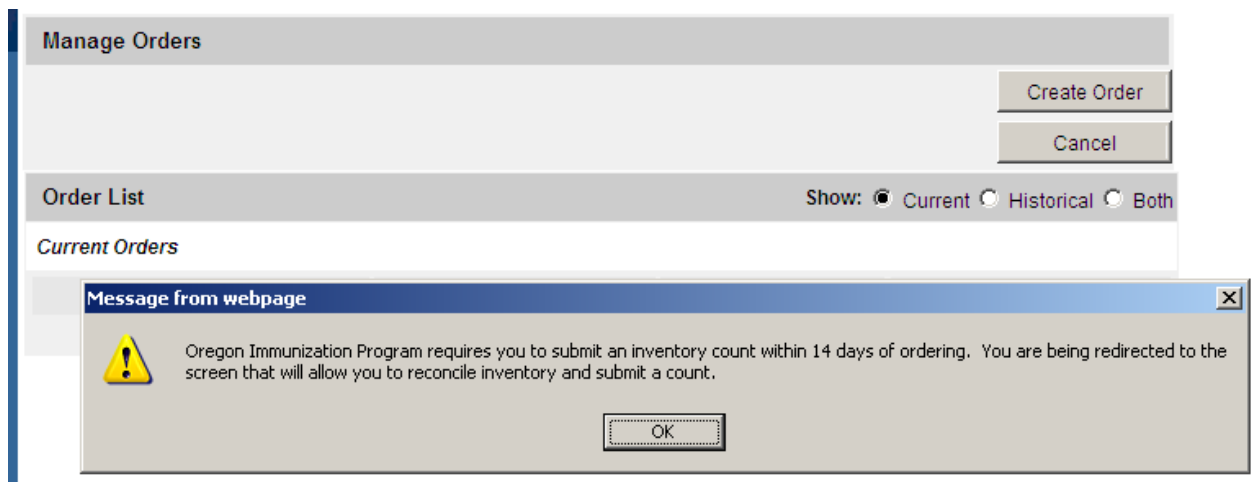
4. On the Create Order screen, verify that the delivery contact person, address, and hours for your organization are correctly displayed at the top of your screen. If this information needs to be changed, your organization's Super User has access to the **Edit Organization** screen where these changes can be made.

5. Enter the number of doses you wish to order of the desired vaccine(s) listed in the State Supplied Vaccine section(s) of the screen. Vaccines that are available in syringes and vials are listed on separate rows.

- Only vaccines which are approved for your organization will be available to order.

- **Packaging** refers to the vaccine presentation's packaging (vials or syringes).

- **NDC** stands for National Drug Code; it is used by the state when ordering vaccine and is also displayed in the ALERT inventory screens.

6. Enter the number of doses you want to order in the **# Doses** field next to the vaccine; use the packaging field to choose which presentation you want to order (syringes or vials). Be sure to meet the minimum order quantity shown in the Min Order Qty field.

7. When you have finished filling in the amount of doses for each vaccine you would like to order, click the **Submit Order** button.

NOTE: If you are ordering out of your tier, the following pop up message will show:
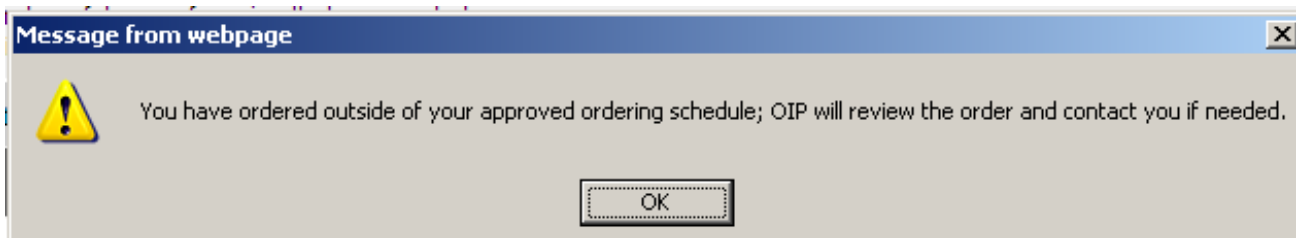
8. Once your order has been submitted, the **Order Confirmation** page will display the following message: "Your order has been saved and submitted to the state for review/processing. Please print a copy for your records."

9. From this page, you can **Print Order** and **Modify Order.** Click the **OK** button to return to the **Manage Orders** page.

Tracking an Order

- From the **Manage Orders** page, you can track the status of your order. Pending orders can be modified or cancelled by clicking the "Pending" hyperlink on the **Manage Orders** page.

- Orders that have been reviewed by the state will show as "In Process," and can only be modified by the Immunization Program. Contact the ALERT IIS Help Desk to modify or cancel an "In Process" order.

  o "Partial Ship": indicates that part of the order has been filled and shipped. Once all order items have been shipped, the status will change to "Shipped"

- Orders with the status of "Submitted to Manufacturer," "Partial Ship" or "Shipped" cannot be modified or cancelled.

Receiving Orders into Inventory

- When an order shows a status of "Shipped," and you have received the shipment, go to the **Manage Transfers** page. You will see your order as an Inbound Transfer. Click on the vaccine order date hyperlink associated with the shipment you just received.

- Click "Accept Transfer" to add the entire order to your inventory in ALERT. Click "Reject Transfer" to reject the entire order.

  o "Partially Accept" allows you to accept part of the shipment, and give reasons for rejecting the rest.

  o To learn more about incoming transfers, you can register for the Inventory Training live webinar, or watch the Inventory Management training video. To access either of these trainings, please visit the "Training" section on the ALERT IIS website (www.alertiis.org).