



VOMS

Create Vaccine Order

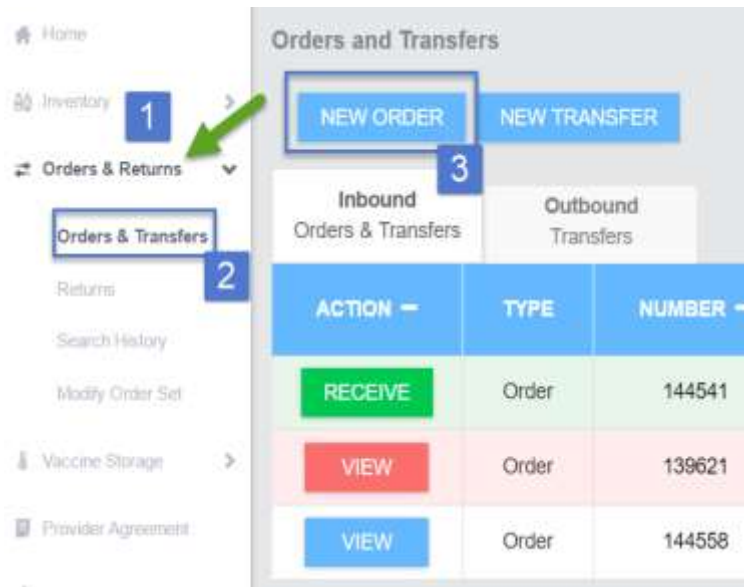
(revised 5/5/2017)



This guide will provide information on how to place a new vaccine order in VOMS. Users that have the 'Allow Online Orders' permission will be allowed to create, edit, save, and submit vaccine orders. Depending on the organization/facility's configuration settings, some users may be required to document the cold chain, correct lot decrementing, and/or reconcile inventory before creating a new order.

Orders & Transfers

- 1) Select **Orders & Returns** menu heading (1). Then select *Orders & Transfers* (2). On the top left of the page select *New Order* (3).



- 2) Once the 'Create New' page opens, the required workflow steps are displayed at the top of the screen. The current step pulsates in blue to help identify progress in the order process.
 - a. Facilities are required to have reconciled inventory within the past 5 days when placing an order, Reconcile Inventory will be the first step in the workflow if inventory has not been reconciled in the past 5 days.

- b. Refer to the Reconciliation quick reference guide for further details.



Order Set

- 3) The next step in the ordering process is to *Choose Order Set & Request Doses*. Select an order set from the drop-down list (if there is only one order set, there may not be a drop-down list and the order set will automatically be selected). Note : Refrigerated and Frozen vaccines are to be ordered separately.



- 4) The following headers are available after an Order Set is selected:
 - a. Vaccine – product, vaccine name, packaging information, and NDC number

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- b. Funding Source – vaccine funding source. Ex: PUB (Public), PRVT (Private)
- c. Doses On Hand – current number of doses
- d. Doses Administered – number of doses administered
- e. Recommended Order Quantity (ROQ) – number of doses recommended for ordering (Only if ROQ is enabled)
 - i. see a history of the previous doses administered and the calculation (if enabled)
- f. Doses Requested – number of doses requested for order
 - i. doses requested must be equal to or above the minimum order quantity

5) The page shows the vaccines available in that order set.

6) The Recommended Order Quantity (ROQ) section provides guidance on the amount of doses that are recommended for ordering (if enabled)

- a. If the vaccine has not been ordered before, the message *No Previous Order History* appears in the field
- b. If the vaccine has been ordered, the ROQ appears as a button that can be clicked for information on how the amount was calculated.
- c. After clicking the blue button, the ROQ window pops up with a history of the previous doses administered and the calculation for the ROQ.

Vaccine	Funding Source	Doses On Hand	Doses Administered	Recommended Order Quantity	Doses Requested
HEP-A HEP-B 3 DOSE					
Hep A-Hep B Twinned Adult 10	STATE	0	<input type="text"/>	No Previous History with this Vaccine	<input type="text"/>
DTaP/DTaP-Boost					
Tdap Boosting Adult 10	317	0	<input type="text"/>	30	<input type="text"/>



RECOMMENDED ORDER QUANTITY	
Tdap Boosting Adult 10 pack	
DOSES ORDERED HISTORIC	
May 31 - June 29, 2014	10
May 31 - June 29, 2015	20
Sum of Doses Ordered	30
Average Usage: Total # of Years With Data	18
RECOMMENDED ORDER QUANTITY (ROQ)	
Average Usage (see above)	15
Safety Stock: Average 1 month	15
Current Physical Inventory	0
Calculated ROQ: (Avg + Safety) - Current Inventory	30
ROQ Rounded Up: (Minimum Order Quantity)	30

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7) Users will enter the following information:

- a. The amount of doses requested for each vaccine available in the order set.
- b. Order is Urgent – critical order
- c. Priority Reason – if order is marked as urgent, a priority reason is required to be selected from the dropdown (only outbreaks and natural disasters are accepted as reasons for urgency). You must have ODH approval to place Priority order.
Comments – for documenting cold storage max/min temps and order notes (examples of cold storage documentation: “Freezer : High = 1 F; Low = 16 F” or “Refrigerator : High = 42 F; Low = 38 F”).

8) Click *Save* to save the current order information and return to the Orders & Transfers page if the user is not ready to place the order. Click *Continue* to resume ordering.

9) Click *Next* when ready to continue creating the order.

The screenshot shows a web form with the following elements:

- Order is:** A dropdown menu currently showing 'Urgent'.
- Priority Reason:** A dropdown menu currently showing 'Select Priority Reason'.
- Comments:** A large text input area with the placeholder text 'Type Order Comments'.
- Navigation:** A horizontal bar at the bottom contains four buttons: 'PREVIOUS', 'UNDO', 'SAVE', and 'NEXT'. The 'NEXT' button is circled in green.

10) The final step in the ordering workflow is verifying Shipping Information. The delivery hours may be updated by clicking the icon in the Delivery Hours heading, click *Save* when finished.

- a. There are two options to change delivery hours: Permanent and Temporary. Select the radio button for the desired change.
- b. When selecting Temporary Change, a Temp Change Expiration Date will appear where the user can enter the date of when the temporary change will expire.
- c. A Permanent Change will update the facility maintenance page and the new hours will default on future orders.
- d. You must have 2 days identified other than Monday with each having at least 3 hours listed to accept deliveries.

11) If there are any special delivery instructions, click the Delivery Instructions box and enter comment.

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12) When finished updating the shipping information, click *Submit Order*. The Orders and Transfers page reopens with the new order added to the Inbound Orders & Transfers list.

14) To view order details, click VIEW



Orders and Transfers

NEW ORDER NEW TRANSFER

Q ORDER SEARCH

Inbound Orders & Transfers Outbound Transfers

ACTION	TYPE	NUMBER	SITE/CLINIC	ORDER DATE	STATUS
RECEIVE	Order	144541	Mokkesson	05/25/2016	Approved
VIEW	Order	139521	Mokkesson	05/11/2016	Denied
VIEW	Order	144350	Mokkesson	06/07/2016	Pending Local Approval
VIEW	Order	143335	Mokkesson	06/30/2016	Pending Local Approval

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