This guide will provide information on viewing order status and how to receive orders in VOMS. Users with required permissions will be allowed to view a list of all in process orders and transfers. **All orders placed in VOMS need to be manually received for the vaccines to be added to the providers inventory.**

Orders & Transfers

1) Select **Orders & Returns** menu heading. Then select *Orders & Transfers* or click the "action" item that indicates orders are ready to be received.

2) The page has 2 or 3 tabs depending on permissions.

   a. *Inbound Orders & Transfers* - Displays a list of orders and transfers that are being sent to the selected or assigned organization/facility.

   b. *Outbound Transfers* - Displays a list of transfers that are being sent by the selected or assigned organization/facility.

3) There is a search box or the user has the ability to sort the Number column by clicking on the column header to find specific orders.

4) The following 'Order & Transfers' status can be displayed depending on what stage it is in:

   a. Saved – order has been created not submitted

   b. In Manual Review – pending approval

   c. Pending Local / State Approval

   d. Approved – order is approved

   e. Backordered- state does not have enough of the vaccine currently and therefore cannot ship the ordered vaccines at the time

   f. Denied – order was not approved

   g. Shipped – order is in transit

   h. Partially Received – items still pending receipt

5) Once an order is ready to be received, the button in the 'Action Column' will change to Receive and turn green.

Receive Order

1) Click *Receive* to view the vaccine order details. The 'Receive Order' page opens with the following information:
   1. The order number; VTrckS order number (if applicable); order date; ordered by; approval organization; approval date and order set displayed at the top.
   2. The vaccine order details will be displayed underneath the header information.

1) View additional step-by-step "Quick Reference Guides" by visiting the "Document Center" under the Main Menu Heading.   2) Contact the STC Answer Desk with additional how-to questions by phone at 1-844-208-3880 between the hours of 8am - 5pm ET, Monday through Friday.   3) For policy and procedural questions concerning IIS use, please contact the Ohio ImpactSIIS Help Desk by phone at 1-866-349-0002 between the hours of 7:30 a.m. and 5 p.m. ET, Monday through Friday.

2) Enter in the Receipt Quantity in the Receipt Quantity field. If the Receipt Quantity is equal to the Approved or Shipped Quantity, no adjustment will need to be made.

3) If the Receipt Quantity is less than the Approved or Shipped Quantity an adjustment must be entered for the discrepancy by clicking the *Adjust* button in the 'Action Column'.

Note: Multiple lines may be added to account for one or more adjustment reasons.

4) Once all adjustments have been made, click *Save*.

5) After all doses have been entered into the Receipt Quantity, click Receive. The order will no longer appear on the Inbound Orders & Transfers.

1) View additional step-by-step "Quick Reference Guides" by visiting the "Document Center" under the Main Menu Heading.   2) Contact the STC Answer Desk with additional how-to questions by phone at 1-844-208-3880 between the hours of 8am - 5pm ET, Monday through Friday.   3) For policy and procedural questions concerning IIS use, please contact the Ohio ImpactSIIS Help Desk by phone at 1-866-349-0002 between the hours of 7:30 a.m. and 5 p.m. ET, Monday through Friday.

Scientific Technologies Corporation | 8444 N 90th St. #100 | Scottsdale, AZ 85258 | 1.480.745.8500

1. If an order has been partially received, the partial order will remain in the Inbound Orders & Transfer tab for user to receive when vaccines become available.