



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.



# VOMS View and Receive Orders



Receive order

**ORDER # 148911**

VTrack Order #: VTrack Order Number is Unavailable      Ordered by User and Date: KEVIN PABOS - 03/27/2017

Approval Organization and Date: ODH STATE APPROVER - 03/27/2017      Order Set: FROZEN VACCINES

WCODE	LOT #	EXPIRATION DATE	RECEIVE DATE	PLACING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
<b>MMH</b>									
MMH MMH H 10 pack NDC: 0000-4011-00 Tracking #	H5214888	02/18/12		VFC	20	20	20		Adjust
<b>DTaP/DTaP</b>									
DTaP DTaP/DTaP 12 10 pack NDC: 4001-0260-01 Tracking #	40011994	02/18/12		VFC	60	60	60		Adjust
<b>DTaP/DTaP HEP B (DISE FOLIO)</b>									
DTaP/DTaP HEP B FOLIO 10 pack NDC: 0000-0011-02 Tracking #	40000270	02/18/12		VFC	60	60	60		Adjust

Cancel    Receive

WCODE	LOT #	EXPIRATION DATE	RECEIVE DATE	PLACING SOURCE	ORDERED QUANTITY	APPROVED QUANTITY	SHIPPED QUANTITY	RECEIPT QUANTITY	ACTION
<b>MMH</b>									
MMH MMH H 10 pack NDC: 0000-4011-00 Tracking #	H5214888	02/18/12		VFC	20	20	20		Adjust
<b>DTaP/DTaP</b>									
DTaP DTaP/DTaP 12 10 pack NDC: 4001-0260-01 Tracking #	40011994	02/18/12		VFC	60	60	60		Adjust
<b>DTaP/DTaP HEP B (DISE FOLIO)</b>									
DTaP/DTaP HEP B FOLIO 10 pack NDC: 0000-0011-02 Tracking #	40000270	02/18/12		VFC	60	60	60		Adjust

Cancel    Receive

- 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'.

Adjust Receipt Quantity

MMH MMH H 10 pack | NDC: 0000-4011-00 | Lot #: H5214888 | Exp Date: 02/18/2012 | Placing Source: VFC

Total Doses: 0/20

Please document why receipt quantity is less than expected.

DOSES: 3      ADJUST: *Shipment is Damaged*

DOSES: 2      ADJUST: *Cold Chain not Maintained*

Cancel    Save

*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.

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# VOMS View and Receive Orders



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.

Vaccine	Lot #	Expiration Date	Received Date	Status	Quantity	Unit	Actions
MM2 Lot: 20230101 Exp: 20231231	20230101	20231231	20230101	REC	10	10	More Less Cancel
MM2 Lot: 20230101 Exp: 20231231	20230101	20231231	20230101	REC	10	10	More Less Cancel
MM2 Lot: 20230101 Exp: 20231231	20230101	20231231	20230101	REC	10	10	More Less Cancel

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