



Creating an Order

Users with the **Allow Online Orders** permission can create, edit, save, and submit vaccine orders. Depending on the state's configuration settings, users may be required to correct lot decrementing, and/or reconcile inventory before creating a new order. If the **Allow Only One Brand Selection per Vaccine** option is selected, providers are restricted from selecting multiple brands for the same vaccine in an order set. This allows for improved documentation accuracy.

Create a New Order

 Click the Orders & Returns > Orders & Transfers link in the navigation menu, then click the New Order button on the Orders and Transfers page.



workflow steps are displayed at the top of the page. The current step pulsates in blue to help identify the user's progress in the order process.



- *Example*: If the user is required to correct lot decrementing or reconcile inventory before creating a new order, **Correct Lot Decrementing** or **Reconcile Inventory** may appear as the first step in the workflow.
- b. Refer to the *Correct Lot Decrementing* Quick Reference Guide or the *Inventory Reconciliation* Quick Reference Guide for further details.

3. In the **Doses Requested** field, enter the quantity of doses requested for the vaccines

Choose an Order Set

1. Next, select an **Order Set** from the dropdown list. (If there is only one order set, the order set will automatically populate.)



2. The following columns/links appear after an **Order Set** is selected:

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	FundingSource		Duos Administered	Recommended Order Quantity	Daws Requested
			DILAND578		
949 149 110 Co 1405 110 54 521-4567-23	SIAP			No-beaux Hiday satisfies Service	
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s - This includes the **Inventory Transaction** and **Lot Number Summary** Report. Select the report to go to the parameters page. Enter report criteria and click **Create Report** to generate the report.

- Vaccine Vaccine name, brand name, packaging information, and NDC number
- **Funding Source** Vaccine funding source, such as PUB (Public) or PRVT (Private)
- **Doses on Hand** Current number of available doses
- **Doses Administered** Number of doses that have been administered
- **Doses Requested** Number of doses requested for the order. **Note**: this amount must be equal to or above the minimum order quantity
- **Comments** Enter any order notes and/or temperature information

available in the Order Set.

ATHENSTEST							
Vacino							
DISPOT/18							
Dag Dephada Toek NGC 543014557-08	57/72			No Produce History with this Needro			
Dog Informic 10 pack: SYEINGRS NDC Not Found	22/17			No Previous History with this Vessine			
Dieg Trouble Loads MHLD NDC:Nat Pound	SIGEP.			the Resonant Sectory satisfies Conserve			

- 4. When finished entering the information, click **Next** to move on to the next ordering step.
 - a. If you are not ready to submit the order at this time, click **Save** to save the order and return to the **Order and Transfers** page where the saved order will be listed.

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Next, you will be brought to the Shipping info page. To edit the delivery hours, click the Edit icon (¹²) in the Delivery Hours heading. Click Save when finished.

DELIVERY HOURS	Ø
Monday	
Tuesday	8:10 AM - 5:00 PM
Wednesday	8:10 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 5:00 PM
Saturday	
Sunday	
Sunday	

	Monday				
\checkmark	Tuesday	8:10 AM 🗙 - 5:00 PM 🗶			
	Wednesday	8:10 AM 🗙 - 5:00 PM 🗶			
\checkmark	Thursday	9:00 AM 🗙 - 5:00 PM 🗶			
	Friday	9:00 AM 🗙 - 5:00 PM 🗶			
	Saturday				
	Sunday				
Permanent Changes: Make change permanent. (e.g.: change in the dates or times this office is open) Temporary Change: Make change for this order only. (e.g.: holidays. closings. vacations)					

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 If there are any special delivery instructions, enter them in the **Delivery Instructions** textbox.



7. Click Submit Order.



8. A confirmation pop-up will appear with the **Order Number**. Select **Close**.



9. The Orders and Transfers page reopens with the new order added to the Inbound Orders & Transfers list.

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