

How to Place an Order in ASIIS

Step 1: Select the Orders/Transfers tab and then select Create/View Orders.



Step 2: Select Create Order.

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	

Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	

Denied Orders					
Select	Order Number	PIN	Submit Date	Denial Date	

Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status

Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status

Rejected Transfers							
Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status

[Create Order](#) [Create Transfer](#)

How to Place an Order in ASIIS cont.

Step 3: If you have not reconciled your inventory in ASIIS within the previous 14 days, ASIIS will direct you to the reconciliation page to be completed before the order can be placed. Please note: the only time the quantity on hand number should be altered in this screen is when a signed wasted/expired form has been submitted by your facility.

Otherwise numbers should be matched between the quantity on hand and physical inventory columns and then press submit monthly inventory.

Reconcile Inventory											
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row	
DTaP	TESTLOT123	09/01/2020	100	100	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Hep A, adult	VFAVAQTA1	12/12/2021	120	120	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Hep B Ped/Adol - Preserv Free	TESTLOT3	01/01/2020	100	100	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Hep B Ped/Adol - Preserv Free	TESTLOT4	01/01/2020	100	100	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Hep B, adult	TESTLOT5	09/01/2020	150	150	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Hep B, adult	TESTLOT6	09/06/2021	160	160	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Influa Inact 48+ mos pres free	FLULOT36P5	05/05/2021	150	150	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Influenza inj quadrivalent pres free 36+ mos	FLULOT36P2	03/03/2021	130	130	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Influenza inj quadrivalent w/presv. 36+ mos	FLULOT36P3	04/04/2021	140	140	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Influenza, injectable, MDCK, preservative free, quadrivalent Td (adult), 2 Lf tetanus toxoid, preservative free, adsorbed influenza, injectable, quadrivalent	FLUCEL111	09/01/2021	100	100	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
TENIVTEST	TENIVTEST	11/11/2021	110	110	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
FLULOT6P1	FLULOT6P1	02/02/2021	119	119	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
rotavirus, monovalent	ROTATEST2	02/02/2020	99	99	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
rotavirus, pentavalent	ROTATEST1	02/02/2020	100	100	0.0	--No Category Require ▾	--No Reason Required-- ▾	VFC	<input type="checkbox"/>	+	
Hep A, adult	VFAHAVR1	01/01/2020	130	130	0.0	--No Category Require ▾	--No Reason Required-- ▾	PUB	<input type="checkbox"/>	+	

Print Reset Save

Submit Monthly Inventory

How to Place an Order in ASIIS cont.

Step 4: Verify that the demographic information and hours are correct. If you will have a temporary hour/day change, please edit it in this screen to ensure the vaccines are shipped appropriately.

Organization: ARIZONA IMMUNIZATION PROGRAM	First Name: PRIMARY								
Facility:	Middle Name:								
Phone Number: (602)364-3644	Last Name: S								
Phone Extension:	Address: 150 N 18TH AVE SUITE 120								
Email: ASIISHelpdesk@AZDHS.GOV	City: PHOENIX								
	State: AZ								
	Zip: 85007								
Monday: <input checked="" type="checkbox"/> 09:00 ▾ 17:00 ▾ --select ▾ --select ▾	Tuesday: <input checked="" type="checkbox"/> 09:00 ▾ 17:00 ▾ --select ▾ --select ▾								
Wednesday: <input checked="" type="checkbox"/> 09:00 ▾ 17:00 ▾ --select ▾ --select ▾	Thursday: <input checked="" type="checkbox"/> 09:00 ▾ 17:00 ▾ --select ▾ --select ▾								
Friday: <input checked="" type="checkbox"/> 09:00 ▾ 17:00 ▾ --select ▾ --select ▾									
PIN: X0001X	Instructions: <input type="text"/>								
Order Date: 05/03/2021	Order Status: In Progress								
Submitter: <input type="text"/>									
Comments: <input type="text"/>									
Inventory									
Last Order Submitted: 10/15/2019 02:14:37 PM									
Order Set: --select-- ▾									
Order Frequency: M									
Order Schedule: 2020-2021 VFC FLU / Distributor									
Order Details									
Vaccine Vaccine Name	Inventory Order Quantity Urgent Priority Reason Comments								
	VFC PROVIDERS - APPROVED FREEZER / Distributor								

Note: You will have to select the appropriate vaccine order set from the drop down. Select the VFC PROVIDERS order set for all ACIP recommended VFC vaccine presentations. A separate order would need to be placed for flu doses from the FLU order set. If ordering COVID-19 doses, select the COVID-19 PANDEMIC order set.

How to Place an Order in ASIIS cont.

Step 5: Identify the vaccine presentations your site needs and enter under **Order Quantity** the number of DOSES your site needs to order. If your site is having dose accountability issues and needs to manually fix patient records or add records to ASIIS, please list the actual quantity your site has on hand in your unit for each vaccine in the **Comments** box. Press **Submit Order** once complete to submit your order for approval.

Order Set: [VFC PROVIDERS - APPROVED FREEZER / Distributor ▼]
 Order Frequency: Monthly Order Timing:
 Order Schedule:

Vaccine	Vaccine Name	Funding Source	Dose Used Last Month	Physical Inventory	Order Quantity	Urgent	Priority Reason	Comments
DTaP	Daptacel ®	VFC	0	100	10	<input type="checkbox"/>	--select-- ▼	35 ON HAND
DTaP	Infanrix ® (Vials)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
DTaP	Infanrix ® (Syringes)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
DTaP-IPV	Quadracel™	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
DTaP-IPV	Kinrix ® (Vials)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
DTaP-IPV	Kinrix ® (Syringes)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
DTaP-Hep B-IPV	Pediarix ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
DTaP-Hib-IPV	Pentacel ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
IPV	IPOL ®	VFC	0	0	40	<input type="checkbox"/>	--select-- ▼	0 ON HAND
Hep A, ped/adol, 2 dose	Vaqta ® (Syringes)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Hep A, ped/adol, 2 dose	Havrix ® (Syringes)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Hep A-Hep B	Twinrix ® (Syringes)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Hep B Ped/Adol - Preserv Free	Engerix-B ® (Syringes)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Hep B Ped/Adol - Preserv Free	Recombivax HB ® (Vials)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Hep B Ped/Adol - Preserv Free	Recombivax HB ® (Syringes)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Hib (PRP-OMP)	PedvaxHIB ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Hib (PRP-T)	ActHIB ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Hib (PRP-T)	Hiberix ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
HPV9	Gardasil ® ♀ (Syringes)	VFC	0	0	10	<input type="checkbox"/>	--select-- ▼	0 ON HAND
meningococcal B, recombinant	Trumenba ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
meningococcal B, OMV	Bexsero ® (10pk)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
meningococcal MCV4P	Menactra ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Meningococcal MCV4O	Menveo ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
MMR	M-M-R ® II	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
MMRV	ProQuad ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Pneumococcal conjugate PCV 13	Prevnar 13™	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
pneumococcal polysaccharide PPV23	Pneumovax ® 23 (Syringes)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
rotavirus, pentavalent	RotaTeq ® (10pk)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
rotavirus, pentavalent	RotaTeq ® (25pk)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
rotavirus, monovalent	Rotarix ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Td (adult), 2 Lf tetanus toxoid, preservative free, adsorbed	Tenivac ® (Syringes)	VFC	0	110	10	<input type="checkbox"/>	--select-- ▼	90 ON HAND
Td (adult), 2 Lf tetanus toxoid, preservative free, adsorbed	Tenivac ® (Vials)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Td (adult), 2 Lf tetanus toxoid, preservative free, adsorbed	TDVAX™	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Tdap	Boostrix ® (Vials)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Tdap	Boostrix ® (Syringes)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Tdap	Adacel ® (Vials)	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
Tdap	Adacel ® (Syringes)-49281-0400-20	VFC	0	0		<input type="checkbox"/>	--select-- ▼	
varicella	Varivax ®	VFC	0	0		<input type="checkbox"/>	--select-- ▼	

Cancel Save Order Submit Order

Notes: If a presentation does not have a box to add an order quantity then it is not available to order and you will need to select a different presentation.

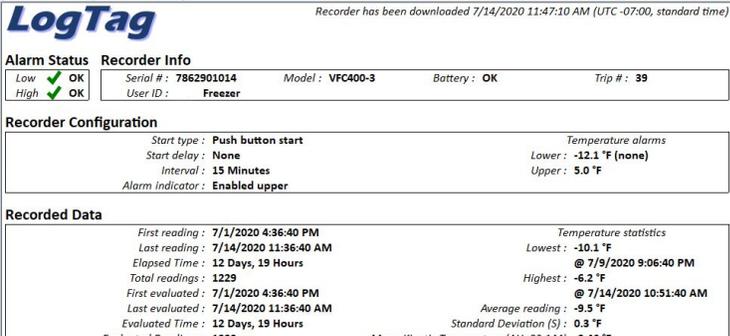
The CDC does not recognize urgent orders, outside of an outbreak situation, and you will not be able to select this option.

Only press the **Submit Order** button once,

How to Get an Order Approved in ASIIS

Step 6: Email up to date data logger reports to ArizonaVFC@azdhs.gov as soon as the order is submitted in one of the following formats: .ltd (file type for VFC400 data loggers), .xls, .csv or .txt

	A	B	C	D	E	F
1	Index	Date	Time	Readings	Type	
2	1	3/5/2020	11:31:12 AM	--,-	Sensor disconnected	
3	2	3/5/2020	11:46:12 AM	43.5		
4	3	3/5/2020	12:01:12 PM	43.5		
5	4	3/5/2020	12:16:12 PM	43.5		
6	5	3/5/2020	12:31:12 PM	43.5		
7	6	3/5/2020	12:46:12 PM	43.5		
8	7	3/5/2020	1:01:12 PM	43.5		
9	8	3/5/2020	1:16:12 PM	43.5		
10	9	3/5/2020	1:31:12 PM	43.5		
11	10	3/5/2020	1:46:12 PM	43.9		
12	11	3/5/2020	2:01:12 PM	43.7		
13	12	3/5/2020	2:16:12 PM	43.5		
14	13	3/5/2020	2:31:12 PM	43.5		
15	14	3/5/2020	2:46:12 PM	43.3		
16	15	3/5/2020	3:01:12 PM	43.3		
17	16	3/5/2020	3:16:12 PM	43.2		
18	17	3/5/2020	3:31:12 PM	43.5		
19	18	3/5/2020	3:46:12 PM	43.5		

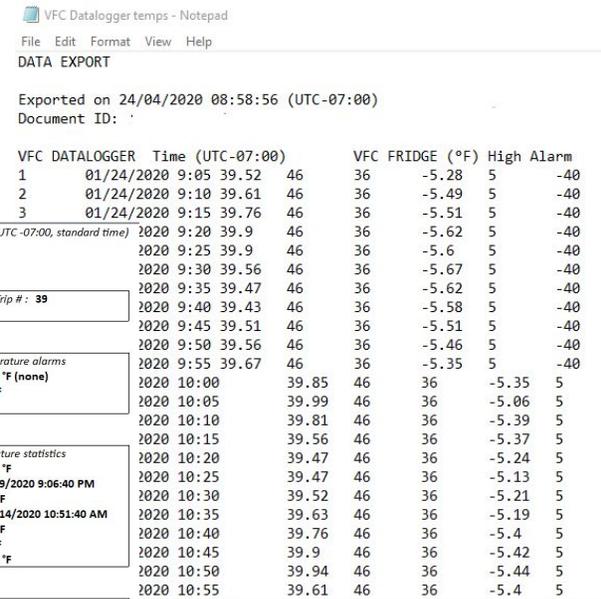


Recorder Info
 Serial #: 7862901014
 User ID: Freezer
 Model: VFC400-3
 Battery: OK
 Trip #: 39

Recorder Configuration
 Start type: Push button start
 Start delay: None
 Interval: 15 Minutes
 Alarm Indicator: Enabled upper

Recorded Data
 First reading: 7/1/2020 4:36:40 PM
 Last reading: 7/14/2020 11:36:40 AM
 Elapsed Time: 12 Days, 19 Hours
 Total readings: 1229
 First evaluated: 7/1/2020 4:36:40 PM
 Last evaluated: 7/14/2020 11:36:40 AM
 Evaluated Time: 12 Days, 19 Hours
 Evaluated Readings: 1229

Temperature statistics
 Lowest: -10.1 °F
 Highest: -6.2 °F
 Average reading: -9.5 °F
 Standard Deviation (S): 0.3 °F
 Mean Kinetic Temperature (ΔH: 83.144): -9.46 °F



VFC DATALOGGER Time (UTC-07:00) VFC FRIDGE (°F) High Alarm

Index	Time (UTC-07:00)	Temp 1	Temp 2	Temp 3	High	Alarm
1	01/24/2020 9:05	39.52	46	36	-5.28	5
2	01/24/2020 9:10	39.61	46	36	-5.49	5
3	01/24/2020 9:15	39.76	46	36	-5.51	5
2020 9:20	39.9	46	36	-5.62	5	-40
2020 9:25	39.9	46	36	-5.6	5	-40
2020 9:30	39.56	46	36	-5.67	5	-40
2020 9:35	39.47	46	36	-5.62	5	-40
2020 9:40	39.43	46	36	-5.58	5	-40
2020 9:45	39.51	46	36	-5.51	5	-40
2020 9:50	39.56	46	36	-5.46	5	-40
2020 9:55	39.67	46	36	-5.35	5	-40
2020 10:00		39.85	46	36	-5.35	5
2020 10:05		39.99	46	36	-5.06	5
2020 10:10		39.81	46	36	-5.39	5
2020 10:15		39.56	46	36	-5.37	5
2020 10:20		39.47	46	36	-5.24	5
2020 10:25		39.47	46	36	-5.13	5
2020 10:30		39.52	46	36	-5.21	5
2020 10:35		39.63	46	36	-5.19	5
2020 10:40		39.76	46	36	-5.4	5
2020 10:45		39.9	46	36	-5.42	5
2020 10:50		39.94	46	36	-5.44	5
2020 10:55		39.61	46	36	-5.4	5

Important Notes:

- PDF files are NOT accepted for data logger reports.
- If there is a gap in temperatures, your site will be notified and have 24 hours to email the gap before the order is denied. Once an order is denied it must be re-submitted in ASIIS.
- If there are out of range temperatures on the data logger reports that have not been reported to the AIPO office, the order will be denied and the incident must be processed before a new order can be placed.
- Data Loggers are required to be downloaded every 2 weeks and emailed monthly to ArizonaVFC@azdhs.gov.

How to Receive an Order in ASIIS

Step 7: Once you have physically received the vaccine shipment at your facility verify that the packing slip (vaccine type(s), NDC number(s), lot number(s) and expiration date(s)) match the vaccines you received as you place them in the appropriate units.

Step 8: You will need to receive your order in ASIIS prior to administering any doses. Select Orders/Transfers and Create/View Orders on the left hand menu. Press the arrow to select the order you received to open it.

The screenshot displays the ASIIS web application interface. On the left is a navigation menu with the following items: Main (Home, Logout, Select Organization (IRMS), Select Facility, Select VFC Pin, Help, MyIR), Message, Favorites, Patient, Vaccinations, Organization (IRMS), Facilities, Physicians & Vaccinators, Lot Numbers, Orders/Transfers (Create/View Orders, Search History, Modify Order Set, Cold Storage, Provider Agreement), and Alerts. The 'Create/View Orders' item is highlighted with a red box. The main content area shows the 'Current Order/Transfer List' with sections for Inbound Orders, Backordered Orders, Denied Orders, Inbound Transfers, Outbound Transfers, and Rejected Transfers. The 'Inbound Orders' table has one row with columns: Select (with a red box around the arrow), Order Number (319902), PIN (1066), Submit Date (03/19/2018), Approval Date, and Status (Pending State Approval). The 'Denied Orders' table has one row with columns: Select (with a red box around the arrow), Order Number (296268), PIN (1066), Submit Date (02/08/2017), and Denial Date (02/09/2017). At the bottom right, there are two buttons: 'Create Order' and 'Create Transfer'.

Current Order/Transfer List						
Inbound Orders						
Select	Order Number	PIN	Submit Date	Approval Date	Status	
-->	319902	1066	03/19/2018		Pending State Approval	

Backordered Orders				
Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders				
Select	Order Number	PIN	Submit Date	Denial Date
-->	296268	1066	02/08/2017	02/09/2017

Inbound Transfers						
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility		Status

Outbound Transfers						
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		Status

Rejected Transfers								
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility		Reject Date	Rejected By	Status

Create Order Create Transfer

How to Receive an Order in ASIIS cont.

Step 9: Verify vaccine information with the packing slip and if everything matches, enter the received quantity under the Receipt Quantity column. Refrigerated & frozen vaccines always arrive separately so you will need to only receive the vaccines you physically received in the shipment. Leave the receipt quantity blank for any vaccines not physically received yet until they physically arrive at your facility and then repeat the above steps. Then press Receive.

Organization (IRMS):
 Facility:
 Phone Number:
 Phone Extension:
 Email:
 Order Num: 316604
 VFC PIN:
 Order Date:
 Submitter:
 Receiver: AMANDA LUSK (AMANDA1066)
 Original Order#: 316604
 Comments:

First Name:
 Middle Name:
 Last Name:
 Address:
 Instructions:
 Order Status:
 Approver: CHAYANNE MIRANDA (CHAYANNE1066)

Inventory Transaction Report Lot Number Summary

Order Set / Order Type: VFC PROVIDERS - NON COUNTY / Distributor

Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Reason for Rejecting	Receipt Date
10	10	0	meningococcal B, recombinant	VFC	PFIZER, INC	S56024	02/28/2019	--select--	12/14/2019
10	10	0	MMR	VFC	MERCK	N009798	03/24/2019	--select--	12/14/2019
10	10	0	MMRV	VFC	MERCK	N024563	03/06/2019	--select--	12/14/2019
10	10	0	Pneumococcal conjugate PCV13	VFC	PFIZER, INC	T08484	07/31/2019	--select--	12/14/2019
10	10	0	pneumococcal polysaccharide PPV23	VFC	MERCK	N011491	11/04/2018	--select--	12/14/2019
10	10	0	rotavirus, pentavalent	VFC	MERCK	N011651	12/02/2018	--select--	12/14/2019
10	10	0	Td (adult), 2 Lf tetanus toxoid, presv free, adsorbed	VFC	SANOPI PASTEUR	U5882AA	03/08/2020	--select--	12/14/2019
10	10	0	Tdap	VFC	GLAXOSMITHKLINE	345B4	10/19/2019	--select--	12/14/2019
10			varicella	VFC	MERCK-MSD	N022856	08/23/2019	--select--	

Cancel **Receive**

Prior to receiving your doses you can edit/add the lot number, manufacturer and expiration date if it is incorrect or missing.

If there is a problem with your order (ie. it arrives broken, doses are missing, etc) please contact our ASIIS helpdesk at 602-364-3899. Do not reject any doses in this screen without verification from our office to do so first.