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.
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.

Inventory Last Submitted: 09/12/2019
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.

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.

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.

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.
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.

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.