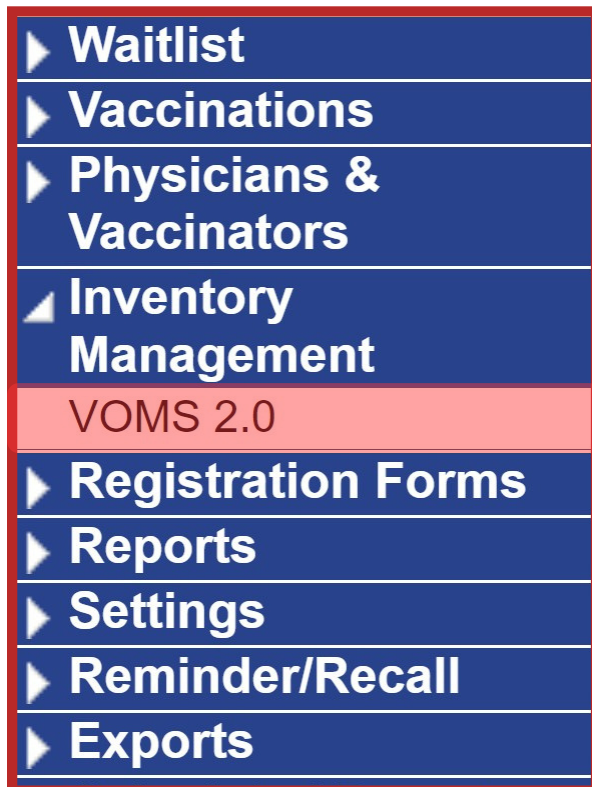


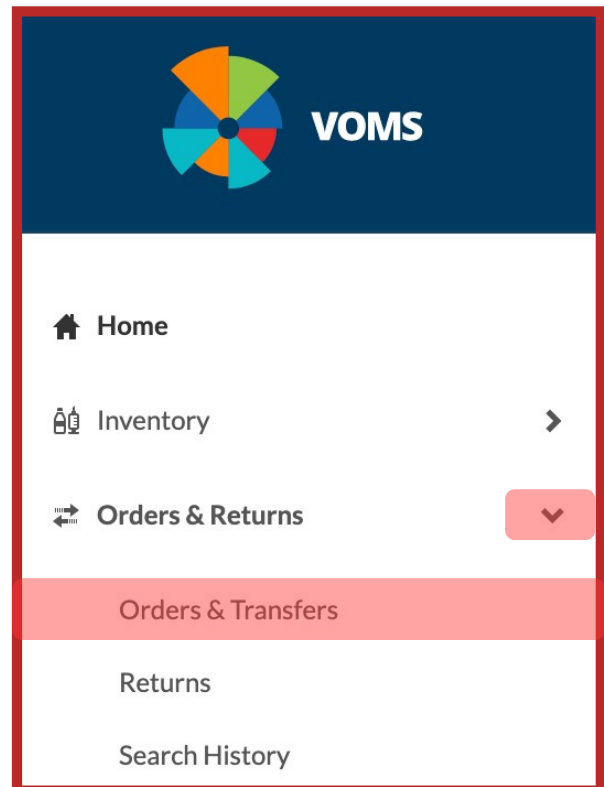
How to Create an Order in ASIIS (VOMS 2.0)



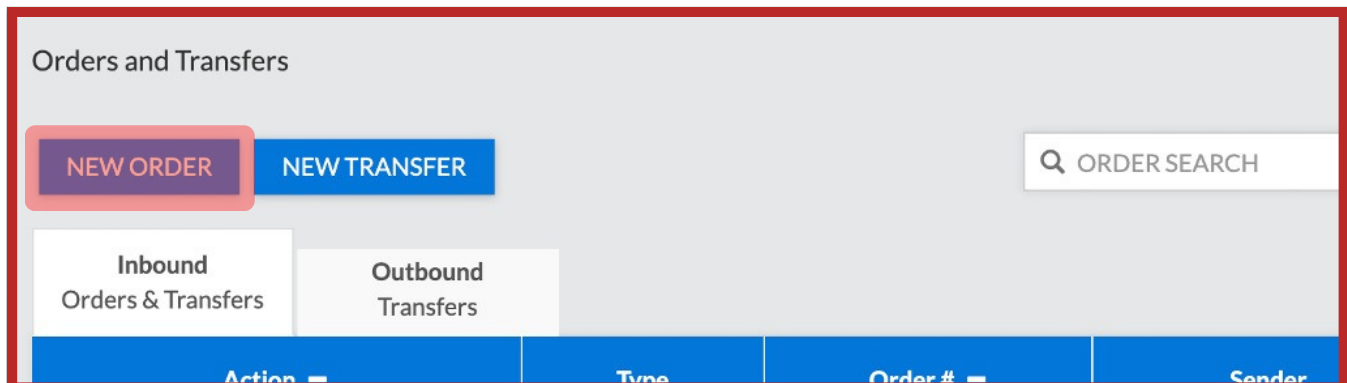
Step 1: In ASIIS, go to the Inventory Management tab, then select VOMS 2.0.



Step 2: Click the Orders & Returns tab, then select Orders & Transfers.



Step 3: Select New Order.



Step 4: If you have not reconciled your inventory within the previous 14 days, ASIIS will direct you to the Reconcile Inventory page to complete reconciliation before the order can be placed. Please follow the steps in the [ASIIS Inventory Reconciliation](#) job aid to complete this process.

Note: Numbers should be matched between the Quantity on Hand and Physical Counts columns. If doses are unable to be administered (ie. they are expired, spoiled, broken/dropped/spilled, etc) they must be removed from this screen. For more information on properly reconciling your inventory please view the [How to Reconcile Inventory in ASIIS \(VOMS 2.0\)](#) job aid. Additionally, if doses are removed using a return category your site will need to complete the [Vaccine Returns process](#) and can find instructions on this process here.

Create New Order

1 RECONCILE INVENTORY — 2 CHOOSE ORDER SET & REQUEST DOSES — 3 SHIPPING INFO

Public Private

Date Range: 10/26/2018 - 11/09/2018

Vaccine	Lot#	Exp Date	Funding Source	Lot History	Quantity On Hand	Physical Counts	Discrepancy	Adjustments	Inactivate
DTaP/DT/Td									
Dtap Infanrix® (Vials) SKB	92E97	04/08/2018	VFC	VIEW	0	<input type="text"/>			<input type="checkbox"/>
	3373Z	01/11/2019	VFC	VIEW	0	<input type="text"/>			<input type="checkbox"/>
	33H9N	01/11/2019	VFC	VIEW	4	<input type="text"/>			<input type="checkbox"/>

Step 5: Select Order Set from dropdown

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 VFC COVID-19 order set.

Create New Order

1 RECONCILE INVENTORY — 2 CHOOSE ORDER SET & REQUEST DOSES — 3 SHIPPING INFO

Choose an Order Set: Order Set ▼

- 2023-2024 VFC FLU
- VFC COVID-19
- VFC PROVIDERS - APPROVED FREEZER

ARIZONA DEPARTMENT OF HEALTH SERVICES

Step 6: Identify the vaccine presentations your site needs and enter the number of DOSES your site needs to order in the Doses Requested column. Press Next.

Note: 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.

VFC PROVIDERS - FREEZER APPROVED				
Vaccine	Funding Source	Doses On Hand	Doses Administered	Doses Requested
DTaP/DT/Td				
Dtap Daptacel ® PMC 10 pack - VIALS NDC: 49281-0286-10	VFC	100	0	<input type="text" value="10"/>
Dtap Infanrix ® (Syringes) SKB 10 pack - SYRINGES NDC: 58160-0810-52	VFC	30	0	<input type="text" value="0"/>
Dtap Infanrix ® (Vials) SKB 10 pack - VIALS NDC: 58160-0810-11	VFC	0	0	<input type="text" value="0"/>
Td (Adult), 2 Lf Tetanus Toxoid, Preservative Free, Adsorbed Td Vaccine GRF 10 pack - VIALS NDC: 13533-0131-01	VFC	0	0	<input type="text" value="0"/>
Comments <div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;">Type Order Comments</div>				
<div> PREVIOUS CANCEL SAVE NEXT </div>				

Step 7: Verify the Delivery Hours, and edit if necessary. If you have a temporary change to delivery hours, you can set temporary hours/days. Click Submit Order.

SHIPPING ADDRESS				
Organization: 0000_adhs Internal Use PIN: X8910X Happy Tests 150 N 18th Ave Phoenix, AZ 85007	If the address contains errors, the vaccine may be undeliverable. To change your delivery address, please call (877) 491-5741	Primary Vaccine Coordinator: Asis Helpdesk Email: asiishelpdesk@azdhs.gov Phone: 6023643899 Fax: Unavailable		
DELIVERY HOURS				DELIVERY INSTRUCTIONS
Monday	9:00 AM - 12:00 PM	and	1:00 PM - 5:00 PM	Do not enter Delivery Hours here. Driver will only use Delivery Hours specified to the left for valid delivery times.
Tuesday	9:00 AM - 12:00 PM	and	1:00 PM - 5:00 PM	
Wednesday	9:00 AM - 12:00 PM	and	1:00 PM - 5:00 PM	
Thursday	9:00 AM - 12:00 PM	and	1:00 PM - 5:00 PM	
Friday	9:00 AM - 12:00 PM	and	1:00 PM - 5:00 PM	
Saturday				
Sunday				
<div> PREVIOUS CANCEL SAVE SUBMIT ORDER </div>				

Step 8: 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 will 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 Bureau of Immunization Services (BIZS) 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.

DATA EXPORT									
Exported on 01/03/2019 15:50:53 ((UTC-07:00) Mountain Time (US & Canada))									
Document ID: 19FE-SF3FSCD									
Account:									
	Time	Channel 1 (°F)	High Alarm	Low Alarm	Channel 2 (°F)	High Alarm	Low Alarm		
1	02/22/2019 10:33	38.07	46	36	13.95	5	-40		
2	02/22/2019 10:34	38.84	46	36	14.92	5	-40		
3	02/22/2019 10:35	38.7	46	36	15.55	5	-40		
4	02/22/2019 10:36	38.55	46	36	16.09	5	-40		
5	02/22/2019 10:37	38.68	46	36	16.48	5	-40		
6	02/22/2019 10:38	39.02	46	36	16.77	5	-40		
7	02/22/2019 10:39	39.38	46	36	16.81	5	-40		
8	02/22/2019 10:40	39.51	46	36	16.21	5	-40		
9	02/22/2019 10:41	39.78	46	36	16.18	5	-40		
10	02/22/2019 10:42	39.63	46	36	14.9	5	-40		
11	02/22/2019 10:43	39.65	46	36	14.32	5	-40		
12	02/22/2019 10:44	39.79	46	36	14.36	5	-40		
13	02/22/2019 10:45	39.99	46	36	13.37	5	-40		
14	02/22/2019 10:46	39.81	46	36	12.63	5	-40		
15	02/22/2019 10:47	40.21	46	36	12.27	5	-40		
16	02/22/2019 10:48	39.99	46	36	11.26	5	-40		
17	02/22/2019 10:49	40.1	46	36	10.81	5	-40		
18	02/22/2019 10:50	40.21	46	36	10.15	5	-40		
19	02/22/2019 10:51	40.35	46	36	9.73	5	-40		
20	02/22/2019 10:52	40.44	46	36	9.12	5	-40		
21	02/22/2019 10:53	40.15	46	36	7.88	5	-40		
22	02/22/2019 10:54	40.42	46	36	7.59	5	-40		
23	02/22/2019 10:55	40.17	46	36	6.71	5	-40		
24	02/22/2019 10:56	40.3	46	36	6.31	5	-40		
25	02/22/2019 10:57	40.6	46	36	6.1	5	-40		
26	02/22/2019 10:58	40.37	46	36	5.25	5	-40		
27	02/22/2019 10:59	Audit check			4.71	5	-40		
28	02/22/2019 10:59	Audit check		36	5.86	5	-40		
29	02/22/2019 10:59	Audit check			5.86	5	-40		
30	02/22/2019 10:59	Audit check			4.28	5	-40		
31	02/22/2019 10:59	Audit check			5.92	5	-40		
32	02/22/2019 10:59	Audit check			4.42	5	-40		
33	02/22/2019 10:59	Audit check			5.88	5	-40		
34	02/22/2019 10:59	Audit check			4.66	5	-40		
35	02/22/2019 10:59	Audit check			5.67	5	-40		
36	02/22/2019 10:59	Audit check			4.73	5	-40		
37	02/22/2019 10:59	Audit check			5.03	5	-40		
38	02/22/2019 10:59	Audit check			4.68	5	-40		
39	02/22/2019 11:00	Audit check			5.7	5	-40		
40	02/22/2019 11:00	Audit check			4.55	5	-40		
41	02/22/2019 11:00	Audit check			5.27	5	-40		
42	02/22/2019 11:00	Audit check		36	5.27	5	-40		
43	02/22/2019 11:00	Audit check			4.46	5	-40		
44	02/22/2019 11:01	40.39	46	36	3.87	5	-40		
45	02/22/2019 11:02	40.75	46	36	3.96	5	-40		
46	02/22/2019 11:03	40.77	46	36	3.63	5	-40		
47	02/22/2019 11:04	40.5	46	36	2.84	5	-40		
48	02/22/2019 11:05	40.64	46	36	1.76	5	-40		
49	02/22/2019 11:06	40.71	46	36	2.37	5	-40		
50	02/22/2019 11:07	40.44	46	36	1.04	5	-40		
51	02/22/2019 11:08	40.41	46	36	0.68	5	-40		
52	02/22/2019 11:09	40.69	46	36	1.13	5	-40		

DATA EXPORT									
Exported on 01/03/2019 16:50:29 ((UTC-07:00) Mountain Time (US & Canada))									
Document ID: 1A19-SF403CS									
Account:									
VFC d Time	Channel 1 High Alarm	Low Alarm	Channel 2 (°F)	High Alarm	Low Alarm	Comment			
1 2/26/2019 17:35	-1.17	5	-40	40.62	46	36			
2 2/26/2019 17:36	-1.34	5	-40	40.44	46	36			
3 2/26/2019 17:37	-0.85	5	-40	40.68	46	36			
4 2/26/2019 17:38	-1.52	5	-40	40.64	46	36			
5 2/26/2019 17:39	-1.34	5	-40	40.64	46	36			
6 2/26/2019 17:40	-0.9	5	-40	40.93	46	36			
7 2/26/2019 17:41	-1.68	5	-40	40.93	46	36			
8 2/26/2019 17:42	-2.07	5	-40	40.66	46	36			
9 2/26/2019 17:43	-2.27	5	-40	40.73	46	36			
10 2/26/2019 17:44	-1.57	5	-40	40.98	46	36			
11 2/26/2019 17:45	-2.67	5	-40	40.8	46	36			
12 2/26/2019 17:46	-2.33	5	-40	41.04	46	36			
13 2/26/2019 17:47	-2.36	5	-40	40.68	46	36			
14 2/26/2019 17:48	-2.99	5	-40	40.75	46	36			
15 2/26/2019 17:49	-2.27	5	-40	40.96	46	36			
16 2/26/2019 17:50	-3.15	5	-40	40.62	46	36			
17 2/26/2019 17:51	-2.36	5	-40	40.73	46	36			
18 2/26/2019 17:52	-2.33	5	-40	40.68	46	36			
19 2/26/2019 17:53	-2.45	5	-40	40.64	46	36			
20 2/26/2019 17:54	-3.39	5	-40	40.35	46	36			
21 2/26/2019 17:55	-2.51	5	-40	40.51	46	36			
22 2/26/2019 17:56	-2.7	5	-40	40.42	46	36			
23 2/26/2019 17:57	-2.9	5	-40	40.24	46	36			
24 2/26/2019 17:58	-2.78	5	-40	40.39	46	36			
25 2/26/2019 17:59	-2.31	5	-40	40.53	46	36			
26 2/26/2019 18:00	-2.54	5	-40	40.32	46	36			
27 2/26/2019 18:01	-3.1	5	-40	40.33	46	36			

