

VFC/VFA Vaccine Ordering

VFC/VFA Vaccine Ordering Introduction

Today we will cover:

- Logging In
- Basic Navigation
- New Vaccine Orders
- New Vaccine Transfers
- New Vaccine Wastages
- New Vaccine Returns
- Returns History
- Wastages History
- Transfers History

VFC/VFA Vaccine Ordering

New Vaccine Orders

New Vaccine Orders Introduction








As a Provider you should have access to the following:

- Reviewing Provider Details
- Inputting Vaccine Orders
- Uploading Supporting Documents
- Inputting Inventory Updates
- Inputting Additional Information
- Creating a New Vaccine Order

New Vaccines

New Vaccine Orders

After logging in, select your organization by clicking on the pencil.

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
	Active	Carilion Children's Tanglewood Center- Adolescent Medicine	Pediatrician		South West	VIIS
	Active	Carilion Children's Pediatric Medicine - Rocky Mount	Pediatrician	Carilion Health System	South West	VIIS
	Active	UVA Pediatrics Harrisonburg - Medical Avenue	Pediatrician	UVA Health System	West Central	VIIS
	Active	ROAHD-Roanoke City Health Department	Public Health		South West	VIIS
	Active	CrossOver Healthcare Ministry Inc.- WEST END	Free Clinic		West Central	VIIS
	Active	UVA Pediatrics Harrisonburg - McGaheysville	Pediatrician	UVA Health System	West Central	VIIS
	Pending	Jessi Test1	Employee Health		West Central	VIIS

Step 1

New Vaccine Orders

The Organization page will appear. Be careful not to change the VIIS Code & VFC/VFA Pin.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT ORDERS & INVENTORY ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

General

Organization Name* Organization Type*

VIIS Org Code (for existing accounts) Other (specify) **

Are you a VFC/VFA Provider? If Yes, what is your VFC/VFA Pin

Already exchange data with VIIS or want to? Fax #

Phone #* Alt Phone #

Physical Address

Address Line1* Address Line2

Zip* City State

** Enter Other (specify) if Organization Type is Other....

* are mandatory

Update **Next**

New Vaccine Orders

Select the Orders & Inventory Tab.

The screenshot shows a web application interface for placing vaccine orders. At the top, there is a navigation menu with several tabs: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, **ORDERS & INVENTORY** (highlighted with a red circle and an arrow from a 'Step 3' callout), ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the navigation menu is a form with two main sections: 'General' and 'Physical Address'. The 'General' section includes fields for Organization Name (Jessi Test1), VIIS Org Code (7886), Organization Type (Employee Health), and other organizational details. The 'Physical Address' section includes fields for Address Line1 (Plum In), Zip (23059), Address Line2, City (GLEN ALLEN), and State (VA). A red asterisk indicates mandatory fields. A 'Step 3' callout box is overlaid on the form, pointing to the 'ORDERS & INVENTORY' tab. At the bottom right, there are 'Update' and 'Next' buttons. A red asterisk at the bottom left indicates that fields marked with an asterisk are mandatory.

General

Organization Name* Organization Type*

VIIS Org Code (for existing accounts)

Other (specify)**

Are you a VFC/VFA Provider?* Yes No

If Yes, what

Already exchange data electronically with VIIS or want to?* Yes No

Fax #

Phone #* -

Alt Phone #

Physical Address

Address Line1* Address Line2

Zip* City State

** Enter Other (specify) if Organization Type is Other....

* are mandatory

Update **Next**

New Vaccine Orders

Select the Provider Details Dropdown to review your organization's details.

The screenshot displays a web interface for placing vaccine orders. At the top, there is a navigation menu with the following items: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY (highlighted in light blue), ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the navigation menu, there are two links: [Expand All Sections](#) and [Collapse All Sections](#). The main content area consists of a vertical list of sections: Provider Details (circled in red), Pediatric Vaccine, Adult Vaccine, Supporting Documents, and Additional Information. A dark blue callout box with the text "Step 4" has a red arrow pointing to the "Provider Details" section. At the bottom right of the main content area, there is a dark blue button labeled "Create Order".

* are mandatory

New Vaccine Orders

The Provider Details sub-section will appear.

[Expand All Sections](#) | [Collapse All Sections](#)

Provider Details

Re-Enrollment Details

Enrollment Due Date: 02/14/2025

**For an uninterrupted vaccine ordering experience and to avoid delays, please plan and re-enroll into the VFC/VVA program by the due date. For those past due, please contact VVSA team immediately to discuss next steps for an uninterrupted vaccine ordering experience or to reinstate those privileges.
**All changes in key staff and provider details must be communicated to the VVSA program. Key staff include: the medical director or equivalent who signed the provider agreement, the vaccine coordinator, and the backup coordinator. Up-to-date shipping address and hours are necessary for vaccines to be delivered correctly.

Medical Director Information

Medical Director First Name: Med Medical Director Middle Name: test Medical Director Last Name: Dir

Shipping Address

Address Line1: Mandarin dr Address Line2: Zip: 23059
City: VA State: GLEN ALLEN

Shipping Hours

	First Open Interval	Second Open Interval
Monday	08:00 To 12:00	13:00 To 17:00
Tuesday	08:00 To 12:00	13:00 To 17:00
Wednesday	Select To Select	Select To Select
Thursday	Select To Select	Select To Select
Friday	Select To Select	Select To Select

Primary Contact Information

First Name: Prim Last Name: test Email: primtest@gmail.com
Phone: (787) 877-8787

Secondary Contact Information

First Name: Sec Last Name: test Email: sectest@gmail.com
Phone: (657) 656-5645

** Update Shipping Info link opens an email interface to send an email to vvfc@vdh.virginia.gov and request an update. [Update Shipping Info](#)

Step 5

New Vaccine Orders

Select the Pediatric Vaccine Dropdown to input a new vaccine order.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT **ORDERS & INVENTORY** ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Provider Details

Pediatric Vaccine

Adult Vaccine

Supporting Documents

Additional Information

Step 6

Create Order

* are mandatory

New Vaccine Orders

The Pediatric Vaccine sub-section will appear.

Pediatric Vaccine

Vaccine

Vaccine	<input type="text" value="Select Vaccine"/>	Brand Name	<input type="text" value="Select Brand Name"/>	Unit Shipping Size	<input type="text" value="Select Unit Shipping size"/>
NDC Code	<input type="text"/>	CPT Code	<input type="text"/>	Quantity Requested	<input type="text"/>

Step 7

New Vaccine Orders

Fill in the Pediatric Vaccine sub-section. Select Add Vaccine button.

Pediatric Vaccine

Vaccine

Vaccine	<input type="text" value="Covid-19 (Age 12 years and older)"/>	Brand Name	<input type="text" value="Comirnaty®"/>	Unit Shipping Size	<input type="text" value="10 pack- 1 dose vial"/>
NDC Code	<input type="text" value="00069-2362-10"/>	CPT Code	<input type="text" value="91320"/>	Quantity Requested	<input type="text" value="10"/>

Step 9

Step 8

New Vaccine Orders

Your new Pediatric Vaccine order will appear.

Pediatric Vaccine

Vaccine

Vaccine

NDC Code

Brand Name

CPT Code

Unit Shipping Size

Quantity Requested

Add Vaccine
Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
✗	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Step 10

New Vaccine Orders

If you have filled in the Pediatric Vaccine sub-section, but **not** selected the Add Vaccine button yet, click the Cancel button to clear fields.

Pediatric Vaccine

Vaccine

Vaccine	<input type="text" value="Covid-19 (Age 12 years and older)"/>	Brand Name	<input type="text" value="Comirnaty®"/>	Unit Shipping Size	<input type="text" value="10 pack- 1 dose vial"/>
NDC Code	<input type="text" value="00069-2362-10"/>	CPT Code	<input type="text" value="91320"/>	Quantity Requested	<input type="text" value="10"/>

Step 11

New Vaccine Orders

The order will clear.

Pediatric Vaccine

Vaccine

Vaccine	<input type="text" value="Select Vaccine"/>	Brand Name	<input type="text" value="Select Brand Name"/>	Unit Shipping Size	<input type="text" value="Select Unit Shipping size"/>
NDC Code	<input type="text"/>	CPT Code	<input type="text"/>	Quantity Requested	<input type="text"/>

Step 12

New Vaccine Orders

If you have filled in the Pediatric Vaccine sub-section, and selected the Add Vaccine button, click the red x to, cancel your order.

Pediatric Vaccine

Vaccine

Vaccine

NDC Code

Brand Name

CPT Code

Unit Shipping Size

Quantity Requested

Add Vaccine

Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
X	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Step 13

New Vaccine Orders

Your new Pediatric Vaccine order will disappear.

Pediatric Vaccine

Vaccine

Vaccine Brand Name Unit Shipping Size
NDC Code CPT Code Quantity Requested

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
No Records found							

Step 14

New Vaccine Orders

To complete your new order, need at least one document type submitted. Select the Supporting Documents dropdown.

The screenshot displays a navigation menu at the top with the following items: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY (highlighted in light blue), ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the menu, there are five main sections: Provider Details, Pediatric Vaccine, Adult Vaccine, Supporting Documents (circled in red), and Additional Information. A red arrow points from a dark blue box labeled 'Step 15' to the 'Supporting Documents' section. In the top right corner of the form area, there are links for 'Expand All Sections' and 'Collapse All Sections'. A 'Create Order' button is located at the bottom right of the form area. A red asterisk with the text '* are mandatory' is located at the bottom left of the page.

New Vaccine Orders

Select the Supporting Document Type from the dropdown. Click the Choose File to Upload button. Select your file and click the Upload button.

The screenshot shows the 'Supporting Documents' section of a web application. It includes a note, a dropdown menu for 'Supporting Document Type', a 'Choose File to Upload' button, an 'Upload' button, and a table with columns for 'Delete', 'Document Name', 'Uploaded By', and 'Uploaded On'. The table currently shows 'No Records found'.

Step 16 points to the 'Select Supporting Document Type' dropdown menu.

Step 17 points to the 'Choose File to Upload' button.

Step 18 points to the 'Upload' button.

New Vaccine Orders

To complete your new order, need at least one document type submitted. Select the Supporting Documents dropdown. (Select the red x to cancel your upload.)

Supporting Documents

Upload Documents

Note: Upload at least one Data Logger Report for Order Review.

Supporting Document Type: Refrigerator Data Logger Report

Allowed file types: PDF,DOC,DOCX,CSV,XLS,XLSX.
Allowed file size: 2 MB.

Choose File to Upload

Upload

Delete	Line#	Document Type	Document Name	Uploaded By	Uploaded On
✕	1	Refrigerator Data Logger Report	Inventory test doc.pdf	Jessi test	02/22/2024

Additional Information

Create Order

Step 19

Inventory

New Vaccine Orders

Select the Pediatric Vaccine dropdown to access the Inventory sub-section for this new order.

The screenshot displays a navigation menu with the following items: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, **ORDERS & INVENTORY** (highlighted), ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the menu, there are links for [Expand All Sections](#) and [Collapse All Sections](#). A list of sections is shown: Provider Details, Pediatric Vaccine (circled in red), Adult Vaccine, Supporting Documents, and Additional Information. A dark blue callout box labeled "Step 20" points to the "Pediatric Vaccine" item. A "Create Order" button is located at the bottom right of the interface.

* are mandatory

New Vaccine Orders

Scroll down to the Inventory sub sections and fill in the fields.

Pediatric Vaccine

Vaccine

Vaccine Brand Name Unit Shipping Size

NDC Code CPT Code Quantity Requested

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
✗	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Inventory

Vaccine Brand Name Unit Shipping Size

NDC Code Estimated Doses On Hand Doses On Hand

Lot# Lot Expiration Date

Step 21

New Vaccine Orders

Select the Add Inventory button to add inventory.

Pediatric Vaccine

Vaccine

Vaccine

NDC Code

Brand Name

CPT Code

Unit Shipping Size

Quantity Requested

Add Vaccine
Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
✗	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Inventory

Vaccine

NDC Code

Lot#

Brand Name

Estimated Doses On Hand

Lot Expiration Date

Unit Shipping Size

Doses On Hand

Add Inventory
Cancel

Step 22

New Vaccine Orders

Your updated inventory will appear.

Pediatric Vaccine

Vaccine

Vaccine	Select Vaccine	Brand Name	Select Brand Name	Unit Shipping Size	Select Unit Shipping size
NDC Code		CPT Code		Quantity Requested	

Add Vaccine
Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
✗	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Inventory

Vaccine	Select Vaccine	Brand Name	Select Brand Name	Unit Shipping Size	Select Unit Shipping size
NDC Code		Estimated Doses On Hand		Doses On Hand	
Lot#		Lot Expiration Date			

Add Inventory
Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Estimated Doses On Hand	Doses On Hand	Lot#	Lot Expiration Date
✗	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	2	2	1234	02/29/2024

Adult Vaccine

Supporting Documents

Additional Information

Create Order

Step 23

New Vaccine Orders

If you want to clear your inventory fields and you have **not** selected the Add Inventory button yet click the Cancel button.

Pediatric Vaccine

Vaccine

Vaccine

NDC Code

Brand Name

CPT Code

Unit Shipping Size

Quantity Requested

Add Vaccine
Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
✗	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Inventory

Vaccine

NDC Code

Lot#

Brand Name

Estimated Doses On Hand

Lot Expiration Date

Unit Shipping Size

Doses On Hand

Add Inventory
Cancel

Step 24

New Vaccine Orders

If you want to clear your inventory fields and you have selected the Add Inventory button, click the red x.

Pediatric Vaccine

Vaccine

Vaccine	Select Vaccine	Brand Name	Select Brand Name	Unit Shipping Size	Select Unit Shipping size
NDC Code		CPT Code		Quantity Requested	

Add Vaccine
Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
✕	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Inventory

Vaccine	Select Vaccine	Brand Name	Select Brand Name	Unit Shipping Size	Select Unit Shipping size
NDC Code		Estimated Doses On Hand		Doses On Hand	
Lot#		Lot Expiration Date			

Add Inventory
Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Estimated Doses On Hand	Doses On Hand	Lot#	Lot Expiration Date
✕	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	2	2	1234	02/29/2024

Adult Vaccine

Supporting Doc

Additional Info

Create Order

Step 25

New Vaccine Orders

Once you have reported an item as inventory it will display as an option to select.

Inventory

Vaccine*

NDC Code*

Lot#*

Brand Name*

Estimated Doses On Hand

Lot Expiration Date*

Unit Shipping Size*

Doses On Hand*

[Add Inventory](#) [Clear](#)

Previously Reported Inventory

[Export](#)

	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date	Inventory Status	Reported Date
Select	1	DTaP	Daptacel	10 pack - 1 dose vial	49281-0286-10	12	T1234	07/06/2024	Pending Review	06/06/2024
Select	3	Covid-19 (Age 12 years and older)	Comirnaty	10 pack - 1 dose syringe	00069-2377-10	5	123	06/04/2024	Pending Review	06/06/2024

Step 26

New Vaccine Orders

If you select a Previously Reported Inventory item it will auto fill the Inventory fields.

Inventory

Vaccine*

NDC Code*

Lot#*

Brand Name*

Estimated Doses On Hand

Lot Expiration Date*

Unit Shipping Size*

Doses On Hand*

[Add Inventory](#) [Clear](#)

Previously Reported Inventory

Step 27

	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date	Inventory Status	Reported Date
Select	1	DTaP	Daptacel	10 pack - 1 dose vial	49281-0286-10	12	T1234	07/06/2024	Pending Review	06/06/2024
Select	3	Covid-19 (Age 12 years and older)	Comirnaty	10 pack - 1 dose syringe	00069-2377-10	5	123	06/04/2024	Pending Review	06/06/2024

[Export](#)

New Vaccine Orders

Select the Additional Information dropdown (if needed).

Pediatric Vaccine

Vaccine

Vaccine	Select Vaccine	Brand Name	Select Brand Name	Unit Shipping Size	Select Unit Shipping size
NDC Code		CPT Code		Quantity Requested	

Add Vaccine
Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
✗	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Inventory

Vaccine	Select Vaccine	Brand Name	Select Brand Name	Unit Shipping Size	Select Unit Shipping size
NDC Code		Estimated Doses On Hand		Doses On Hand	
Lot#		Lot Expiration Date			

Add Inventory
Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Estimated Doses On Hand	Doses On Hand	Lot#	Lot Expiration Date
✗	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	2	2	1234	02/29/2024

Adult Vaccine

Supporting Documents

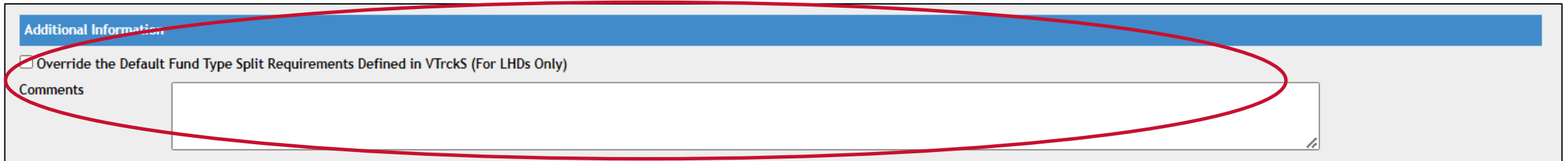
Additional Information

Step 28

Create Order

New Vaccine Orders

Fill out info (if needed).



The screenshot shows a form section with a blue header bar labeled "Additional Information". Below the header, there is a checkbox labeled "Override the Default Fund Type Split Requirements Defined in VTrckS (For LHDs Only)". Underneath the checkbox is a text input field labeled "Comments". A red oval is drawn around the "Comments" field, and a red arrow points from a "Step 29" box below to the bottom of this oval.

Step 29

New Vaccine Orders

Select the Create Order button to place your order for the new vaccine.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT **ORDERS & INVENTORY** ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Provider Details

Pediatric Vaccine

Vaccine: Brand Name: Unit Shipping Size:
 NDC Code: CPT Code: Quantity Requested:
 Add Vaccine Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
X	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Inventory

Vaccine: Brand Name: Unit Shipping Size:
 NDC Code: Estimated Doses On Hand: Doses On Hand:
 Lot#: Lot Expiration Date:
 Add Inventory Cancel

Delete	Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Estimated Doses On Hand	Doses On Hand	Lot#	Lot Expiration Date
X	1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	2	2	1234	02/29/2024

Adult Vaccine

Supporting Documents

Upload Documents

Note: Upload at least one Data Logger Report for Order Review.

Supporting Document Type:

Allowed file types: PDF,DOC,DOCK,CSV,XLS,XLSX. Allowed file sizes: 2 MB.

Choose File to Upload

Upload

Delete	Line#	Document Type	Document Name	Uploaded By	Uploaded On
X	1	Refrigerator Data Logger Report	Inventory test doc.pdf	Jessi test	02/22/2024

Additional Information

Override the Default Fund Type Split Requirements Defined in VTrackS (For LHDs Only)

Comments:

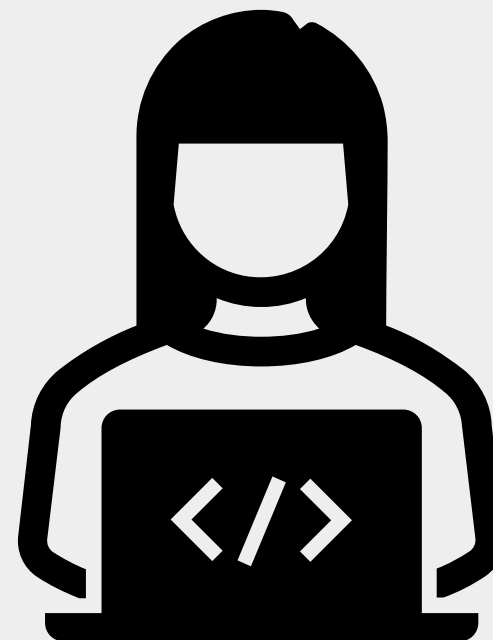
Create Order

New Vaccine Orders

The Success box will appear when you have officially created your order. Select the Ok button to move on to your next task.



Live Demo



New Vaccine Orders Review

As a Provider you should have full editing access to the following:

- Reviewing Provider Details
- Inputting Vaccine Orders
- Uploading Supporting Documents
- Inputting Inventory Updates
- Inputting Additional Information
- Creating a New Vaccine Order

VFC/VFA Vaccine Ordering

New Vaccine Transfers

New Vaccine Transfers Introduction








As a Provider you should have full editing access to the following:

- Vaccine Transfers
- Vaccine Transfers Grid
- Other Details
- Exporting & Printing New Vaccine Transfer Details

Vaccine Transfers

New Vaccine Transfers

After logging in, select your organization by clicking on the pencil.

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
	Active	Carilion Children's Tanglewood Center- Adolescent Medicine	Pediatrician		South West	VIIS
	Active	Carilion Children's Pediatric Medicine - Rocky Mount	Pediatrician	Carilion Health System	South West	VIIS
	Active	UVA Pediatrics Harrisonburg - Medical Avenue	Pediatrician	UVA Health System	West Central	VIIS
	Active	ROAHD-Roanoke City Health Department	Public Health		South West	VIIS
	Active	CrossOver Healthcare Ministry Inc. - WEST END	Free Clinic		West Central	VIIS
	Active	UVA Pediatrics Harrisonburg - McGaheysville	Pediatrician	UVA Health System	West Central	VIIS
	Pending	Jessi Test1	Employee Health		West Central	VIIS

Step 1

New Vaccine Transfers

The Organization page will appear. Be careful not to change the VIIS Code & VFC/VFA Pin.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT ORDERS & INVENTORY ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

General

Organization Name* Organization Type*

VIIS Org Code (for existing accounts) Other (specify) **

Are you a VFC/VFA Provider? If Yes, what is your VFC/VFA Pin

Already exchange data with VIIS or want to? Fax #

Phone #* Alt Phone #

Physical Address

Address Line1* Address Line2

Zip* City State

** Enter Other (specify) if Organization Type is Other....

* are mandatory

Update **Next**

New Vaccine Transfers

Select the Returns & Wastages & Transfers Tab.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT **ORDERS & INVENTORY** ORDERS HISTORY **RETURNS & WASTAGES & TRANSFERS** RETURNS & WASTAGES & TRANSFERS HISTORY

General

Organization Name* Organization Type*

VIIS Org Code (for existing accounts) Other (specify) **

Are you a VFC/VFA Provider?* Yes No If Yes, what is your VFC/VFA Pin

Already exchange data electronically with VIIS or want to?* Yes No Fax #

Phone #* - Alt Phone #

ex: (123) 456-7890

Physical Address

Address Line1* Address Line2

Zip* City State

** Enter Other (specify) if Organization Type is Other....

* are mandatory

Update **Next**

New Vaccine Transfers

Select the Transfers dropdown.

The screenshot shows a navigation menu with the following items: ORGANIZATION, AGREEMENTS, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. The 'RETURNS & WASTAGES & TRANSFERS' item is highlighted in light blue. Below the menu, there are three horizontal bars: 'Returns', 'Wastages', and 'Transfers'. The 'Transfers' bar is highlighted in dark blue and circled in red. A red arrow points from a dark blue box labeled 'Step 4' to the 'Transfers' bar. In the bottom left corner, there is a red asterisk followed by the text '* are mandatory'. In the top right corner of the interface, there are links for 'Expand All Sections' and 'Collapse All Sections'.

Step 4

New Vaccine Transfers

Fill in Transfers grid info.

Transfers

Vaccine Transfers

Note: VFC/VFA Vaccines Transfers are only allowed between providers actively enrolled in the VFC/VFA program.

Select the Vaccine Type

Pediatric Adult

Vaccine: Brand Name: Unit Shipping Size:

NDC Code: Lot#: Expiration Date:

Quantity Transferred in Doses: Transfer Reason:

Transfer To Details

Address: City: Zip:

Provider Name: Provider PIN: Date Transferred:

Contract Type	Vaccine	Brand Name	NDC Code	Unit Shipping Size	Lot Number	Quantity Transferred in Doses	Expiration Date	Transfer Reason	Provider PIN	Provider Name	City	Zip
No Records found												

Step 5

New Vaccine Transfers

Fill in the Transfer to Details info.

Vaccine Transfers

Note: VFC/VFA Vaccines Transfers are only allowed between providers actively enrolled in the VFC/VFA program.

Select the Vaccine Type Pediatric Adult

Vaccine: Covid-19 (Age 12 years and older) Brand Name: Comirnaty® Unit Shipping Size: 10 pack- 1 dose vial

NDC Code: 00069-2362-10 Lot#: 1234567 Expiration Date: 04/10/2024

Quantity Transferred in Doses: 2 Transfer Reason: Compliance Issue

Transfer To Details

Address: 101 Main St City: GLEN ALLEN Zip: 23059

Provider Name: ESHD- EASTERN SHORE HEALTH DISTRICT-ACCOM Provider PIN: 001A Date Transferred: 04/09/2024

Contract Type	Vaccine	Brand Name	NDC Code	Unit Shipping Size	Lot Number	Quantity Transferred in Doses	Expiration Date	Transfer Reason	Provider PIN	Provider Name	City	Zip
No Records found												

Step 6

New Vaccine Transfers

Type in the first numeral of the address and click the Tab button on your keyboard to select your address options.

The screenshot shows the 'Vaccine Transfers' section of a web application. The interface includes a navigation bar with tabs for ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the navigation bar are sections for Returns, Wastages, and Transfers. The 'Vaccine Transfers' section contains a form with the following fields:

- Vaccine*: Covid-19 (Age 12 years and older)
- NDC Code*: 00069-2377-10
- Quantity Transferred in Doses*: 12
- Brand Name*
- Lot#*
- Transfer Reason*

Below the form is the 'Transfer To Details' section with fields for Address*, City*, Provider Name*, and Provider PIN*. A dropdown menu is open for the Address* field, showing a list of address suggestions. The suggestions are:

Zip	AddressLn1	AddressLn2	PIN	City	Sti
23093	101 WOOLFOLK AVE.	SUITE 202	109A	LOUISA	VA
23224	101 COWARDIN AVE	SUITE 302	P238	RICHMOND	VA
1015					

A red circle highlights the dropdown menu, and a callout box labeled 'Step 7' points to it. The 'Add Vaccine' and 'Clear' buttons are visible at the bottom of the form.

New Vaccine Transfers

New Vaccine Transfer info appears.

Transfers

Vaccine Transfers

Note: VFC/VFA Vaccines Transfers are only allowed between providers actively enrolled in the VFC/VFA program.

Select the Vaccine Type Pediatric Adult

Vaccine

NDC Code

Quantity Transferred in Doses

Brand Name

Lot#

Transfer Reason

Unit Shipping Size

Expiration Date

Transfer To Details

Address

Provider Name

City

Provider PIN

Zip

Date Transferred

Add Vaccine
Clear

Contract Type	Vaccine	Brand Name	NDC Code	Unit Shipping Size	Lot Number	Quantity Transferred in Doses	Expiration Date	Transfer Reason	Provider PIN	Provider Name	City	Zip	
X	Pediatric	Covid-19 (Age 12 years and older)	Comirnaty®	00069-2362-10	10 pack- 1 dose vial	1234567	2	04/10/2024	Compliance Issue	001A	ESHD-EASTERN SHORE HEALTH DISTRICT- ACCOMACK	GLEN ALLEN	23057

Step 8

New Vaccine Transfers

Check the Other Details box.

The screenshot shows a form interface for 'Step 9'. At the top left, there is a tab labeled 'Other Details'. Below the tab, a checkbox is checked, and a red circle highlights it with a red arrow pointing to the text 'I have read the note above and understand that the VFC/VFA vaccine transfers are only allowed between providers actively enrolled in the VFC/VFA program.' Below the checkbox is a blue 'Save' button. A dark blue box with the text 'Step 9' is overlaid on the top left of the form area.

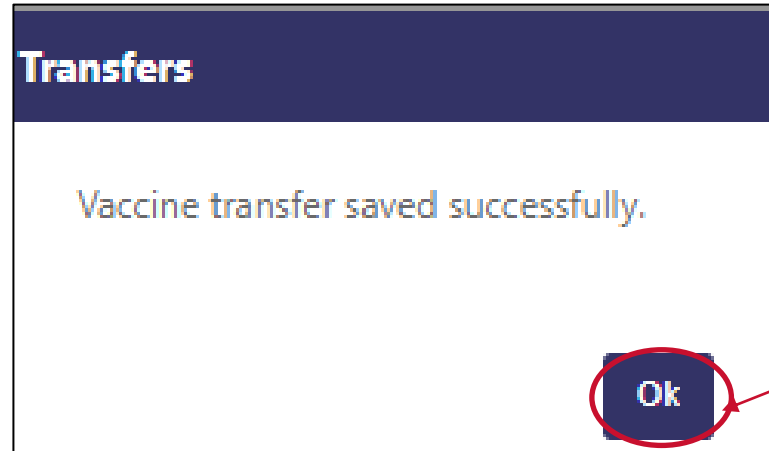
New Vaccine Transfers

Select Save button.

The screenshot shows a web form titled "Other Details" with a checkbox labeled "I have read the note ab" and a text area containing the text "vaccine transfers are only allowed between providers actively enrolled in the VFC/VFA program." A blue "Save" button is located at the bottom left of the form, circled in red. A dark blue callout box with the text "Step 10" is positioned over the checkbox and text area.

New Vaccine Transfers

Select Ok button.



Step 11

Exporting & Printing New Vaccine Transfers Details

New Vaccine Transfers

Select Returns & Wastages & Transfers History tab.

Step 12

ORGANIZATION | AGREEMENTS | ORDERS & INVENTORY | ORDERS HISTORY | RETURNS & WASTAGES & TRANSFERS | RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Returns History

Wastages History

Transfers History

* are mandatory

New Vaccine Transfers

Select Transfers History dropdown

The screenshot displays a software interface with a navigation menu at the top. The menu items are: ORGANIZATION, AGREEMENTS, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. The 'RETURNS & WASTAGES & TRANSFERS HISTORY' item is highlighted in light blue. Below the menu, there are three horizontal bars representing history sections: 'Returns History', 'Wastages History', and 'Transfers History'. The 'Transfers History' bar is circled in red. A dark blue callout box labeled 'Step 13' has a red arrow pointing to the 'Transfers History' bar. In the top right corner of the interface, there are links for 'Expand All Sections' and 'Collapse All Sections'. At the bottom left, there is a red asterisk followed by the text '* are mandatory'.

New Vaccine Transfers

Select Vaccine Transfers History info.

The screenshot shows a web form titled "Transfers History" with a sub-section "Vaccine Transfers History". A red oval highlights the search criteria fields. The fields include:

- Transfer Status: A dropdown menu with "Pending Review" selected.
- Date From: An empty text input field.
- Date To: An empty text input field.
- Reported By(Email): An empty text input field.
- Transfer to Provider: An empty text input field.
- Transfer to PIN: An empty text input field.

At the bottom left of the form are two buttons: "Search Transfers" and "Clear".

Step 14

New Vaccine Transfers

Select Search Transfers button.

The screenshot shows a web interface for 'Transfers History'. At the top is a blue header with the text 'Transfers History'. Below this is a section titled 'Vaccine Transfers History'. This section contains several search filters: 'Transfer Status' with a dropdown menu currently set to 'Pending Review', 'Date From' with an empty text input field, 'Date To' with an empty text input field, 'Reported By(Email)' with an empty text input field, 'Transfer to Provider' with an empty text input field, and 'Transfer to PIN' with an empty text input field. At the bottom left of this section are two buttons: 'Search Transfers' and 'Clear'. The 'Search Transfers' button is circled in red, and a red line connects it to a dark blue box labeled 'Step 15'.

Step 15

New Vaccine Transfers

After Transfers appear, select details link.

	<u>Transfer Number</u>	<u>Date Reported</u>	<u>Reported By</u>	<u>Transfer Status</u>	<u>Transfer to PIN</u>	<u>Transfer to Provider Name</u>
Details	7	04/11/2024	tasudhindra@deloitte.com	Pending Review	001A	ESHD- EASTERN SHORE HEALTH DISTRICT-ACCOMACK
Details	6	04/11/2024	tasudhindra@deloitte.com	Pending Review	A4B,770I	Carilion Children's Tanglewood Center- Adolescent Medicine,ROAHD-Roanoke City Health Department
Details	3	04/09/2024	jessi_test@gmail.com	Pending Review	001A	ESHD- EASTERN SHORE HEALTH DISTRICT-ACCOMACK
Details	2		@gmail.com	Pending Review	001A	ESHD- EASTERN SHORE HEALTH DISTRICT-ACCOMACK

1 to 4 of 4 Page Size: 10

Step 16

New Vaccine Transfers

After Transfers Details box appears, select Print button.

Transfer Details

Details for Transfer Number:7

Contract Type	Vaccine	Brand Name	NDC Code	Unit Shipping Size	Lot Number	Quantity Transferred in Doses	Expiration Date	Transfer Reason	Provider PIN	Provider Name	Provider Address	City	Zip	Transferred Date
Pediatric	Covid-19 (Age 5 years through 11 years)	COVID-19 Vaccine	59267-4331-02	10 pack- 1 dose vial	1141F	16	05/03/2024	Non vaccine product	001A	ESHD-EASTERN SHORE HEALTH DISTRICT-ACCOMACK	101 Main St	GLEN ALLEN	23059	05/07/2024

Transfer Status Pending Review Reviewed Date N/A Reviewed by N/A

Additional Admin Comments for CDC And Provider

Print
Cancel

Step 17

New Vaccine Transfers

Your Vaccine Transfers details will download as an excel file to your computer. Print it out and place it in the box you are sending.

The screenshot displays the 'Transfer Details' page for transfer number 7. A table lists the transfer information, and a 'Downloads' window is open, showing the file 'Transfers4_11_2024 2_45_05 PM.xlsx' circled in red. A dark blue box with the text 'Step 18' is overlaid on the right side of the screenshot.

Contract Type	Vaccine	Brand Name	NDC Code	Unit Shipping Size	Lot Number	Quantity Transferred in Doses	Expiration Date	Transfer Reason	Provider PIN	Provider Name	Provider Address	City	Zip	Date
Pediatric	Covid-19 (Age 5 years through 11 years)	COVID-19 Vaccine	59267-4331-02	10 pack- 1 dose vial	1141F	16	05/03/2024	Non vaccine product	001A	ESHD-EASTERN SHORE HEALTH DISTRICT-ACCOMACK	101 Main St	GLEN ALLEN	23059	05/07/2024

Transfer Status: Pending Review
Reviewed Date: N/A
Reviewed by: N/A

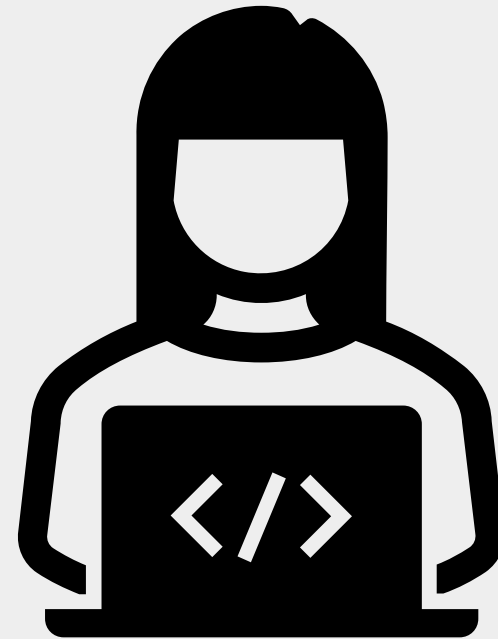
Additional Admin Comments for CDC And Provider

Print

Cancel

Step 18

Live Demo



New Vaccine Transfers Review

As a reminder, as a Provider you should have full editing access to the following:

- Vaccine Transfers
- Vaccine Transfers Grid
- Other Details
- Exporting & Printing New Vaccine Transfer Details

VFC/VFA Vaccine Ordering

New Vaccine Wastages

New Vaccine Wastages Introduction








As a Provider you should have full editing access to the following:

- Vaccine Wastages
- Vaccine Wastages Grid
- Other Details

Vaccine Wastages

New Vaccine Wastages

After logging in, select your organization by clicking on the pencil.

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
	Active	Carilion Children's Tanglewood Center- Adolescent Medicine	Pediatrician		South West	VIIS
	Active	Carilion Children's Pediatric Medicine - Rocky Mount	Pediatrician	Carilion Health System	South West	VIIS
	Active	UVA Pediatrics Harrisonburg - Medical Avenue	Pediatrician	UVA Health System	West Central	VIIS
	Active	ROAHD-Roanoke City Health Department	Public Health		South West	VIIS
	Active	CrossOver Healthcare Ministry Inc. - WEST END	Free Clinic		West Central	VIIS
	Active	UVA Pediatrics Harrisonburg - McGaheysville	Pediatrician	UVA Health System	West Central	VIIS
	Pending	Jessi Test1	Employee Health		West Central	VIIS

Step 1

New Vaccine Wastages

The Organization page will appear. Be careful not to change the VIIS Code & VFC/VFA Pin.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT ORDERS & INVENTORY ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

General

Organization Name* Organization Type*

VIIS Org Code (for existing accounts) Other (specify) **

Are you a VFC/VFA Provider? If Yes, what is your VFC/VFA Pin

Already exchange data with VIIS or want to? Fax #

Phone #* Alt Phone #

Physical Address

Address Line1* Address Line2

Zip* City State

** Enter Other (specify) if Organization Type is Other....

* are mandatory

Update **Next**

New Vaccine Wastages

Select the Returns & Wastages & Transfers Tab.

The screenshot shows a web application interface with a navigation bar at the top containing several tabs: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS (highlighted with a red circle), and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the navigation bar is a form with two main sections: 'General' and 'Physical Address'. The 'General' section contains fields for Organization Name (Jessi Test1), VIIS Org Code (7886), Organization Type (Employee Health), and other organizational details. The 'Physical Address' section contains fields for Address Line1 (Plum In), Zip (23059), Address Line2, City (GLEN ALLEN), and State (VA). A dark blue callout box with the text 'Step 3' is positioned over the 'Organization Type' dropdown menu. At the bottom right of the form are 'Update' and 'Next' buttons. A red asterisk indicates mandatory fields.

General

Organization Name* Organization Type*

VIIS Org Code (for existing accounts) Other (specify) **

Are you a VFC/VFA Provider?* Yes No

Already exchange data electronically with VIIS or want to?* Yes No

Phone #* - Fax #

ex: (123) 456-7890 ex: (123) 456-7890 Alt Phone #

ex: (123) 456-7890

Physical Address

Address Line1* Address Line2

Zip* City State

** Enter Other (specify) if Organization Type is Other....

* are mandatory

Update **Next**

New Vaccine Wastages

Select the Wastages dropdown.

The screenshot shows a navigation menu with the following items: ORGANIZATION, AGREEMENTS, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. The 'RETURNS & WASTAGES & TRANSFERS' item is expanded, showing a dropdown list with 'Returns', 'Wastages', and 'Transfers'. The 'Wastages' option is circled in red. A red arrow points from a dark blue box labeled 'Step 4' to the 'Wastages' option. In the bottom left corner, there is a red asterisk followed by the text '* are mandatory'. In the top right corner of the menu area, there are links for 'Expand All Sections' and 'Collapse All Sections'.

New Vaccine Wastages

Fill in Wastages grid info.

Wastages

Vaccine Wastages

Note: Vaccine Wastage includes hazardous and lost vaccines that should be reported but not returned. Hazardous vaccine includes open vials, broken vials, and attached needles.

Select the Vaccine Type
 Pediatric Adult

Vaccine Brand Name Unit Shipping size
NDC Code Lot# Expiration Date
Quantity Wasted in Doses Wastage Reason

Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Wasted in Doses	Expiration Date	Wastage Reason
No Records found								

Step 5

New Vaccine Wastages

Check the Other Details box.

Vaccine Wastages

Note: Vaccine Wastage includes hazardous and lost vaccines that should be reported but not returned. Hazardous vaccine includes open vials, broken vials, and attached needles.

Select the Vaccine Type Pediatric Adult

Vaccine Brand Name Unit Shipping size

NDC Code Lot# Expiration Date

Quantity Wasted in Doses Wastage Reason

Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Wasted in Doses	Expiration Date	Wastage Reason	
✘	Pediatric	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	123456	2	03/28/2024	Broken Vial/Syringe

Other Details

I have read the note above and understand what qualifies as hazardous vaccine. I acknowledge that hazardous vaccine will not be returned.

Step 6

New Vaccine Wastages

Select Save button.

Vaccine Wastages

Note: Vaccine Wastage includes hazardous and lost vaccines that should be reported but not returned. Hazardous vaccine includes open vials, broken vials, and attached needles.

Select the Vaccine Type Pediatric Adult

Vaccine Brand Name Unit Shipping size

NDC Code Lot# Expiration Date

Quantity Wasted in Doses Wastage Reason

Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Wasted in Doses	Expiration Date	Wastage Reason	
✘	Pediatric	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	123456	2	03/28/2024	Broken Vial/Syringe

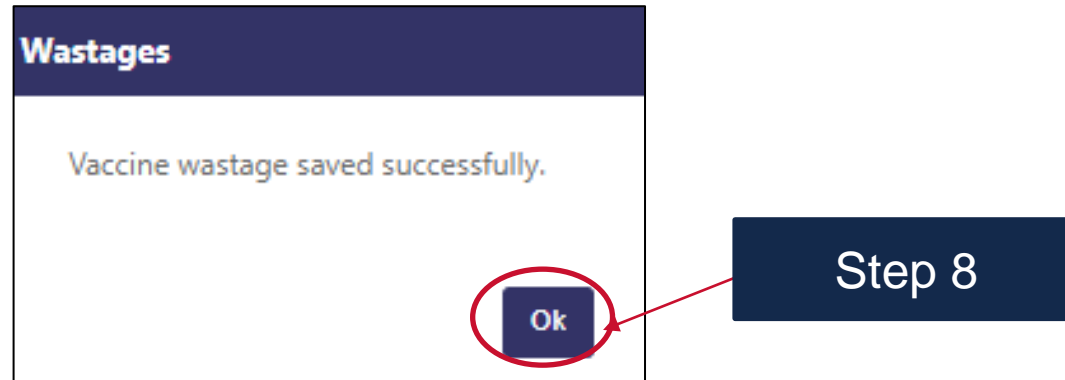
Other Details

I have read the note about hazardous vaccine. I acknowledge that hazardous vaccine will not be returned.

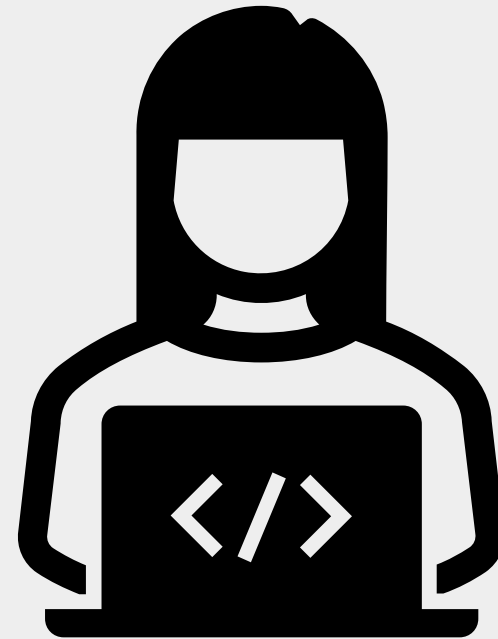
Step 7

New Vaccine Wastages

Select Ok button.



Live Demo



New Vaccine Wastages Review

As a Provider you should have full editing access to the following:

- Vaccine Wastages
- Vaccine Wastages Grid
- Other Details

VFC/VFA Vaccine Ordering

New Vaccine Returns

New Vaccine Returns Introduction








As a Provider you should have full editing access to the following:

- Vaccine Returns
- Vaccine Returns Grid
- Shipping and Other Details
- Exporting & Printing New Vaccine Returns Details

Vaccine Returns

New Vaccine Returns

After logging in, select your organization by clicking on the pencil.

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
	Active	Carilion Children's Tanglewood Center- Adolescent Medicine	Pediatrician		South West	VIIS
	Active	Carilion Children's Pediatric Medicine - Rocky Mount	Pediatrician	Carilion Health System	South West	VIIS
	Active	UVA Pediatrics Harrisonburg - Medical Avenue	Pediatrician	UVA Health System	West Central	VIIS
	Active	ROAHD-Roanoke City Health Department	Public Health		South West	VIIS
	Active	CrossOver Healthcare Ministry Inc.- WEST END	Free Clinic		West Central	VIIS
	Active	UVA Pediatrics Harrisonburg - McGaheysville	Pediatrician	UVA Health System	West Central	VIIS
	Pending	Jessi Test1	Employee Health		West Central	VIIS

Step 1

New Vaccine Returns

Select the Returns and Wastage Transfers Tab.

The screenshot shows a web application interface with a navigation menu at the top. The menu items are: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS (highlighted with a red circle), and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the menu is a form with two sections: 'General' and 'Physical Address'. The 'General' section contains fields for Organization Name (Jessi Test1), VIIS Org Code (7886), Are you a VFC/VFA Provider? (radio buttons for Yes/No), Already exchange data electronically with VIIS or want to? (radio buttons for Yes/No), Phone # (767) 565-6545, Organization Type (Employee Health), Other (specify) **, If Yes, what is your VFC/VFA Pin (7886), Fax #, and Alt Phone #. The 'Physical Address' section contains fields for Address Line1* (Plum In), Zip* (23059), Address Line2, City (GLEN ALLEN), and State (VA). A red callout box labeled 'Step 2' points to the 'RETURNS & WASTAGES & TRANSFERS' tab. At the bottom right are 'Update' and 'Next' buttons. A red asterisk note at the bottom left states '* are mandatory'. A red asterisk note at the bottom left of the form states '** Enter Other (specify) if Organization Type is Other....'

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT ORDERS & INVENTORY ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

General

Organization Name* Jessi Test1 Organization Type* Employee Health

VIIS Org Code (for existing accounts) 7886 Other (specify) **

Are you a VFC/VFA Provider?* Yes No If Yes, what is your VFC/VFA Pin 7886

Already exchange data electronically with VIIS or want to?* Yes No Fax #

Phone #* (767) 565-6545 Alt Phone #

Physical Address

Address Line1* Plum In Address Line2

Zip* 23059 City GLEN ALLEN State VA

* are mandatory

** Enter Other (specify) if Organization Type is Other....

Step 2

Update Next

Vaccine Returns Grid

New Vaccine Returns

Select the Returns dropdown.

The screenshot shows a navigation menu with the following items: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. The 'RETURNS & WASTAGES & TRANSFERS' item is highlighted in light blue. Below the menu, there are three blue bars labeled 'Returns', 'Wastages', and 'Transfers'. The 'Returns' bar is circled in red, and a red arrow points from a dark blue box labeled 'Step 3' to it. In the bottom left corner, there is a red asterisk followed by the text '* are mandatory'. On the right side of the menu area, there are two links: 'Expand All Sections' and 'Collapse All Sections'.

New Vaccine Returns

Review the Returns sub sections.

ORGANIZATION
CONTACTS
AGREEMENTS
REVIEW & SUBMIT
ORDERS & INVENTORY
ORDERS HISTORY
RETURNS & WASTAGES & TRANSFERS
RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Returns

Vaccine Returns

Note: The information reported on this form is recorded in CDC's ordering system. Once entered, McKesson will send a UPS Return Label via email for expired or spoiled (non-hazardous) vaccine. If a return label is not received via email, check your spam folder. The unique UPS return label will be emailed from UPS Quantum View [pkginfo@ups.com] to the contact email address. The subject of the email with the return label will be titled "UPS Label Delivery, ." Return labels should be available by email in about 15-30 minutes after the return is approved by VDH. Check the spam folder before contacting the Order Center. Place the label on the box with a printed copy of this form (see below) to serve as a packing slip. Give the box to your UPS driver. Please allow three business days for the Order Center to process the vaccine return. Hazardous vaccine (open vials, broken vials, attached needles) should be reported as wastage but not returned. The return label is to be used for non-hazardous vaccine for the purpose of collecting the excise tax credit.

Select the Vaccine Type
 Pediatric Adult

Vaccine	Brand Name	Unit Shipping size	
<input type="text" value="Select Vaccine"/>	<input type="text" value="Select Brand Name"/>	<input type="text" value="Select Unit Shipping size"/>	
NDC Code	Lot#	Expiration Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Quantity Returned in Doses	Return Type	Return Reason	
<input type="text"/>	<input type="text" value="Return Only"/>	<input type="text" value="Select Return Reason"/>	

Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
No Records found									

Shipping and Other Details

Number of Labels	Label Shipping Method	Label Recipient Email
<input type="text"/>	<input type="text" value="EMAIL"/>	<input type="text" value="Select Label Recipient Email"/>

I have read the note above and understand what qualifies as hazardous vaccine. I acknowledge that hazardous vaccine will not be returned.

Step 4

New Vaccine Returns

Input the info into the sub sections.

ORGANIZATION
CONTACTS
AGREEMENTS
REVIEW & SUBMIT
ORDERS & INVENTORY
ORDERS HISTORY
RETURNS & WASTAGES & TRANSFERS
RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Returns

Vaccine Returns

Note: The information reported on this form is recorded in CDC's ordering system. Once entered, McKesson will send a UPS Return Label via email for expired or spoiled (non-hazardous) vaccine. If a return label is not received via email, check your spam folder. The unique UPS return label will be emailed from UPS Quantum View [pkginfo@ups.com] to the contact email address. The subject of the email with the return label will be titled "UPS Label Delivery, ." Return labels should be available by email in about 15-30 minutes after the return is approved by VDH. Check the spam folder before contacting the Order Center. Place the label on the box with a printed copy of this form (see below) to serve as a packing slip. Give the box to your UPS driver. Please allow three business days for the Order Center to process the vaccine return. Hazardous vaccine (open vials, broken vials, attached needles) should be reported as wastage but not returned. The return label is to be used for non-hazardous vaccine for the purpose of collecting the excise tax credit.

Select the Vaccine Type Pediatric Adult

Vaccine	Covid-19 (Age 12 years and older) ▼	Brand Name	Comimaty® ▼	Unit Shipping size	10 pack- 1 dose vial ▼
NDC Code	00069-2362-10	Lot#	12345	Expiration Date	02/29/2024
Quantity Returned in Doses	3	Return Type	Return Only ▼	Return Reason	Mechanical failure ▼

Add Vaccine
Clear

Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
No Records found									

Step 5

New Vaccine Returns

Select Add Vaccine Button to save the info.

Returns

[Expand All Sections](#) | [Collapse All Sections](#)

Vaccine Returns

Note: The information reported on this form is recorded in CDC's ordering system. Once entered, McKesson will send a UPS Return Label via email for expired or spoiled (non-hazardous) vaccine. If a return label is not received via email, check your spam folder. The unique UPS return label will be emailed from UPS Quantum View [pkginfo@ups.com] to the contact email address. The subject of the email with the return label will be titled "UPS Label Delivery, ." Return labels should be available by email in about 15-30 minutes after the return is approved by VDH. Check the spam folder before contacting the Order Center. Place the label on the box with a printed copy of this form (see below) to serve as a packing slip. Give the box to your UPS driver. Please allow three business days for the Order Center to process the vaccine return. Hazardous vaccine (open vials, broken vials, attached needles) should be reported as wastage but not returned. The return label is to be used for non-hazardous vaccine for the purpose of collecting the excise tax credit.

Select Type

Vaccine Brand Name Unit Shipping size

NDC Code Lot# Expiration Date

Quantity Returned in Doses Return Type Return Reason

Step 6

Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
No Records found									

New Vaccine Returns

Once saved, the new vaccine return will appear on the screen.

ORGANIZATION
CONTACTS
AGREEMENTS
REVIEW & SUBMIT
ORDERS & INVENTORY
ORDERS HISTORY
RETURNS & WASTAGES & TRANSFERS
RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Returns

Vaccine Returns

Note: The information reported on this form is recorded in CDC's ordering system. Once entered, McKesson will send a UPS Return Label via email for expired or spoiled (non-hazardous) vaccine. If a return label is not received via email, check your spam folder. The unique UPS return label will be emailed from UPS Quantum View [pkginfo@ups.com] to the contact email address. The subject of the email with the return label will be titled "UPS Label Delivery, ." Return labels should be available by email in about 15-30 minutes after the return is approved by VDH. Check the spam folder before contacting the Order Center. Place the label on the box with a printed copy of this form (see below) to serve as a packing slip. Give the box to your UPS driver. Please allow three business days for the Order Center to process the vaccine return. Hazardous vaccine (open vials, broken vials, attached needles) should be reported as wastage but not returned. The return label is to be used for non-hazardous vaccine for the purpose of collecting the excise tax credit.

Select the Vaccine Type Pediatric Adult

Vaccine

NDC Code

Quantity Returned in Doses

Brand Name

Lot#

Return Type

Unit Shipping size

Expiration Date

Return Reason

Add Vaccine
Clear

Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason	
X	Pediatric	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	12345	3	02/29/2024	Return Only	Mechanical failure

New Vaccine Returns

Select the red x.

ORGANIZATION
CONTACTS
AGREEMENTS
REVIEW & SUBMIT
ORDERS & INVENTORY
ORDERS HISTORY
RETURNS & WASTAGES & TRANSFERS
RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Returns

Vaccine Returns

Note: The information reported on this form is recorded in CDC's ordering system. Once entered, McKesson will send a UPS Return Label via email for expired or spoiled (non-hazardous) vaccine. If a return label is not received via email, check your spam folder. The unique UPS return label will be emailed from UPS Quantum View [pkginfo@ups.com] to the contact email address. The subject of the email with the return label will be titled "UPS Label Delivery, ." Return labels should be available by email in about 15-30 minutes after the return is approved by VDH. Check the spam folder before contacting the Order Center. Place the label on the box with a printed copy of this form (see below) to serve as a packing slip. Give the box to your UPS driver. Please allow three business days for the Order Center to process the vaccine return. Hazardous vaccine (open vials, broken vials, attached needles) should be reported as wastage but not returned. The return label is to be used for non-hazardous vaccine for the purpose of collecting the excise tax credit.

Select the Vaccine Type Pediatric Adult

Vaccine

NDC Code

Quantity Returned in Doses

Brand Name

Lot#

Return Type

Unit Shipping size

Expiration Date

Return Reason

Add Vaccine
Clear

Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
✘	Pediatric	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	12345	3	02/29/2024	Return Only	Mechanical failure

Step 8

New Vaccine Returns

Select the Clear button to remove the info.

ORGANIZATION
CONTACTS
AGREEMENTS
REVIEW & SUBMIT
ORDERS & INVENTORY
ORDERS HISTORY
RETURNS & WASTAGES & TRANSFERS
RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Returns

Vaccine Returns

Note: The information reported on this form is recorded in CDC's ordering system. Once entered, McKesson will send a UPS Return Label via email for expired or spoiled (non-hazardous) vaccine. If a return label is not received via email, check your spam folder. The unique UPS return label will be emailed from UPS Quantum View [pkginfo@ups.com] to the contact email address. The subject of the email with the return label will be titled "UPS Label Delivery, ." Return labels should be available by email in about 15-30 minutes after the return is approved by VDH. Check the spam folder before contacting the Order Center. Place the label on the box with a printed copy of this form (see below) to serve as a packing slip. Give the box to your UPS driver. Please allow three business days for the Order Center to process the vaccine return. Hazardous vaccine (open vials, broken vials, attached needles) should be reported as wastage but not returned. The return label is to be used for non-hazardous vaccine for the purpose of collecting the excise tax credit.

Select the Vaccine Type Pediatric Adult

Vaccine

NDC Code

Quantity Returned in Doses

Brand Name

Lot#

Return Type

Unit Shipping size

Expiration Date

Return Reason

Add Vaccine
Clear

Step 9

	Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
✘	Pediatric	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	12345	3	02/29/2024	Return Only	Mechanical failure

New Vaccine Returns

Once cleared, the screen will return to a blank form.

Returns

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT ORDERS & INVENTORY ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Returns

Vaccine Returns

Note: The information reported on this form is recorded in CDC's ordering system. Once entered, McKesson will send a UPS Return Label via email for expired or spoiled (non-hazardous) vaccine. If a return label is not received via email, check your spam folder. The unique UPS return label will be emailed from UPS Quantum View [pkginfo@ups.com] to the contact email address. The subject of the email with the return label will be titled "UPS Label Delivery, ." Return labels should be available by email in about 15-30 minutes after the return is approved by VDH. Check the spam folder before contacting the Order Center. Place the label on the box with a printed copy of this form (see below) to serve as a packing slip. Give the box to your UPS driver. Please allow three business days for the Order Center to process the vaccine return. Hazardous vaccine (open vials, broken vials, attached needles) should be reported as wastage but not returned. The return label is to be used for non-hazardous vaccine for the purpose of collecting the excise tax credit.

Select the Vaccine Type Pediatric Adult

Vaccine Brand Name Unit Shipping size

NDC Code Lot# Expiration Date

Quantity Returned in Doses Return Type Return Reason

Contract Type	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
No Records found									

Step 10

Shipping and Other Details

New Vaccine Returns

Input the Shipping and Other Details Info.

Shipping and Other Details

Number of Labels Label Shipping Method Label Recipient Email

I have read the note above and understand what qualifies as hazardous vaccine. I acknowledge that hazardous vaccine will not be returned.

Step 11

New Vaccine Returns

Check the verification box.

Shipping and Other Details

Number of Labels	<input type="text" value="2"/>	Label Shipping Method	<input type="text" value="EMAIL"/>	Label Recipient Email	<input type="text" value="primtest@gmail.com"/>
<input checked="" type="checkbox"/> I have read the note above and understand what qualifies as hazardous vaccine. I acknowledge that hazardous vaccine will not be returned.					
<input type="button" value="Save"/>					

Step 12

New Vaccine Returns

Select the Save button.

Shipping and Other Details

Number of Labels Label Shipping Method Label Recipient Email

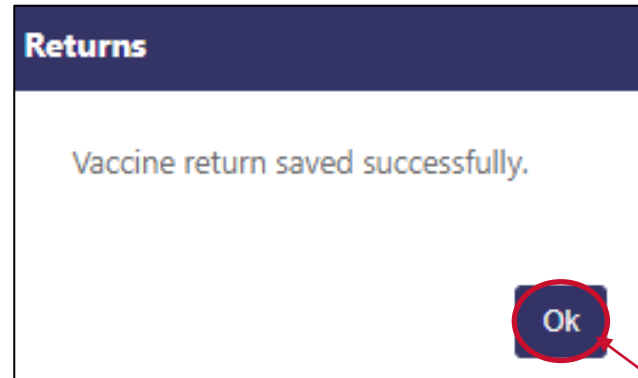
I have read the note above and understand what qualifies as hazardous vaccine. I acknowledge that hazardous vaccine will not be returned.

Save

Step 13

New Vaccine Returns

Select the Ok button.



Step 14

Exporting & Printing New Vaccine Returns Details

New Vaccine Returns

Next select the Returns & Wastages & Transfers History Tab.

The screenshot shows a navigation menu with the following tabs: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. The last tab is circled in red. Below the menu are three expandable sections: Returns History, Wastages History, and Transfers History. A red arrow points from the circled tab to a dark blue box labeled 'Step 15'. In the top right corner of the menu area, there are links for 'Expand All Sections' and 'Collapse All Sections'. A red asterisk with the text '* are mandatory' is located in the bottom left corner of the screenshot.

New Vaccine Returns

Select Pending from the Return Status dropdown.

The screenshot shows a navigation menu with tabs: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the menu is a 'Returns History' section with a 'Vaccine Returns History' filter. The filter includes a 'Return Status' dropdown set to 'Pending Review', a 'Return Type' dropdown set to 'Select Return Type', and a 'Label Recipient Email' dropdown set to 'Select Label Recipient Email'. There are also input fields for 'Reported By (Email)', 'Date From', and 'Date To', along with 'Search Returns' and 'Clear' buttons. A table below the filter shows five entries, all with a 'Pending Review' status. A dark blue box with the text 'Step 16' is overlaid on the table, with an arrow pointing to the 'Return Status' dropdown.

Return Number	Date Reported	Num	Label Recipient Email	Reported By	Return Status	Return Type
Details 7	03/01/2024	1	jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details 6	03/01/2024	1	jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details 5	02/29/2024	1	jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details 4	02/29/2024	1	jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details 11	03/15/2024	1	jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only

1 to 5 of 5 Page Size: 10

New Vaccine Returns

Select the Search returns button.

Navigation Menu: ORGANIZATION | CONTACTS | AGREEMENTS | REVIEW & SUBMIT | ORDERS & INVENTORY | ORDERS HISTORY | RETURNS & WASTAGES & TRANSFERS | RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Returns History

Vaccine Returns History

Return Status: Pending Review | Return Type: Select Return Type | Label Recipient Email: Select Label Recipient Email

Reported By(Email): | Date From: | Date To: |

Search Returns | Clear

	Return Number	Date Reported	Number Of Labels	Label Recipient Email	Reported By	Return Status	Return Type
Details	7	03/01/2024	1	jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details	6	03/01/2024	1	jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details	5			jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details	4			jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details	11			jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only

1 to 5 of 5 Page Size: 10

Wastages History

Transfers History

New Vaccine Returns

Select the Details link for your Vaccine Return.

ORGANIZATION
CONTACTS
AGREEMENTS
REVIEW & SUBMIT
ORDERS & INVENTORY
ORDERS HISTORY
RETURNS & WASTAGES & TRANSFERS
RETURNS & WASTAGES & TRANSFERS HISTORY

[Expand All Sections](#) | [Collapse All Sections](#)

Returns History

Vaccine Returns History

Return Status:

Return Type:

Label Recipient Email:

Reported By (Email):

Date From:

Date To:

	Return Number	Date Reported	Number Of Labels	Label Recipient Email	Reported By	Return Status	Return Type
Details	7			jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details	6			jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details	5			jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details	4	02/29/2024	1	jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only
Details	1	03/15/2024	1	jessi.test@gmail.com	jessi.test@gmail.com	Pending Review	Return Only

1 to 5 of 5
Page Size:

Wastages History

Transfers History

New Vaccine Returns

The Returns Details window appears. Select the Print button.

Return Details

Details for Return Number: 11

Contract Type	Vaccine	Brand Name	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
Pediatric	Covid-19 (Age 12 years and older)	Spikevax™	80777-0102-95	1243	2	03/14/2024	Return Only	Expired vaccine

Number of Labels

Return Status

Review Comments

Label Shipping Method

Reviewed Date N/A

Label Recipient Email

Reviewed by N/A

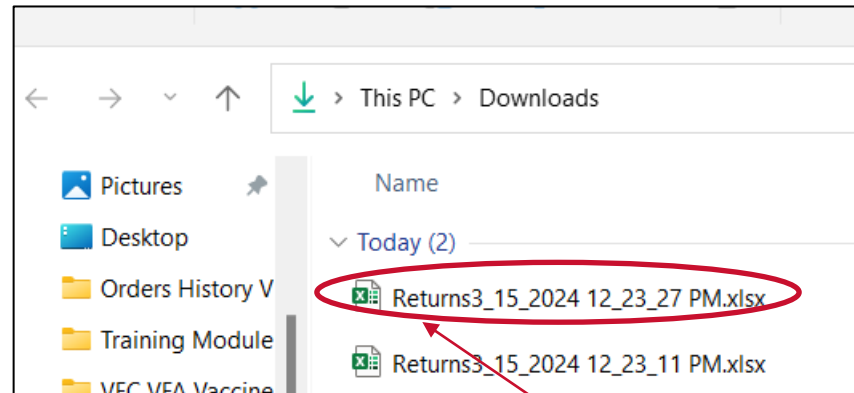
Print

Step 19

Cancel

New Vaccine Returns

Your Vaccine Returns details will download as an excel file to your computer. Print it out and place it in the returns box you are sending.



Step 20

New Vaccine Returns

Select the Cancel button to exit the Return Details window.

Return Details

Details for Return Number: 11

Contract Type	Vaccine	Brand Name	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
Pediatric	Covid-19 (Age 12 years and older)	Spikevax™	80777-0102-95	1243	2	03/14/2024	Return Only	Expired vaccine

Number of Labels:
 Label Shipping Method:
 Label Recipient Email:

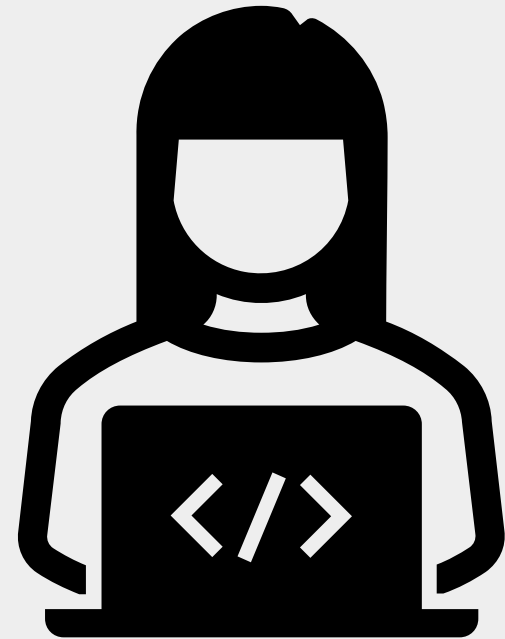
Return Status:
 Reviewed Date: N/A
 Reviewed by: N/A

Review Comments:

Step 21

→
Cancel

Live Demo



New Vaccine Returns Review

As a reminder, as a Provider you should have full editing access to the following:

- Vaccine Returns
- Vaccine Returns Grid
- Shipping and Other Details
- Exporting & Printing New Vaccine Returns Details

VFC/VFA Vaccine Ordering

Orders History (VERIP)

Orders History (VERIP) Introduction








As a Provider you should access to the following:

- Reviewing Orders
- Reviewing Order History Details

Reviewing Orders

Orders History (VERIP)

After logging in, select your organization by clicking on the pencil.

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
	Active	Carilion Children's Tanglewood Center- Adolescent Medicine	Pediatrician		South West	VIIS
	Active	Carilion Children's Pediatric Medicine - Rocky Mount	Pediatrician	Carilion Health System	South West	VIIS
	Active	UVA Pediatrics Harrisonburg - Medical Avenue	Pediatrician	UVA Health System	West Central	VIIS
	Active	ROAHD-Roanoke City Health Department	Public Health		South West	VIIS
	Active	CrossOver Healthcare Ministry Inc. - WEST END	Free Clinic		West Central	VIIS
	Active	UVA Pediatrics Harrisonburg - McGaheysville	Pediatrician	UVA Health System	West Central	VIIS
	Pending	Jessi Test1	Employee Health		West Central	VIIS

Step 1

Orders History (VERIP)

Select the Orders History Tab.

The screenshot shows the VERIP system interface with the following elements:

- Navigation Tabs:** ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, **ORDERS & INVENTORY**, **ORDERS HISTORY** (circled in red), RETURNS & WASTAGES & TRANSFERS, RETURNS & WASTAGES & TRANSFERS HISTORY.
- General Section:**
 - Organization Name*: Jessi Test1
 - Organization Type*: Employee Health
 - VIIS Org Code (for existing accounts): 7886
 - Other (specify)**: [Empty field]
 - Are you a VFC/VFA Provider?: Yes No
 - If Yes, what is your VFC/VFA Pin: [Empty field]
 - Already exchange data electronically with VIIS or want to?: Yes No
 - Fax #: [Empty field]
 - Phone #: (767) 565-6545
 - Alt Phone #: [Empty field]
- Physical Address Section:**
 - Address Line1*: Plum In
 - Address Line2: [Empty field]
 - Zip*: 23059
 - City: GLEN ALLEN
 - State: VA
- Footer:**
 - * are mandatory
 - ** Enter Other (specify) if Organization Type is Other....
 - Buttons: Update, Next

Orders History (VERIP)

The Search Orders sub-section appears.

The screenshot displays a web application interface for the Virginia Department of Health (VDH). At the top, a navigation menu includes tabs for ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY (highlighted in light blue), RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the navigation, there are radio buttons for 'VERIP Orders' (selected) and 'Non-VERIP Orders'. A red circle highlights the 'Search Orders' section, which contains the following fields and controls:

- Search Orders** (Section Header)
- Ordering POC:
- Order Status: (dropdown menu)
- Order Number:
- Orders From:
- Orders To:
- Buttons: Search Orders, Clear

A red arrow points from a dark blue box labeled 'Step 3' to the 'Search Orders' section. In the bottom left corner, there is a red asterisk followed by the text '* are mandatory'.

Orders History (VERIP)

Fill out Search Orders sub sections. Select Search Orders Button.

The screenshot displays the 'ORDERS HISTORY' section of the VERIP system. A navigation bar at the top includes tabs for ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. The 'ORDERS HISTORY' tab is active. Below the navigation bar is a 'Search Orders' form. The form contains the following fields: 'Ordering POC' (text input), 'Orders From' (text input), 'Order Status' (dropdown menu with 'Pending Review' selected), 'Orders To' (text input), and 'Order Number' (text input). At the bottom left of the form are two buttons: 'Search Orders' and 'Clear'. A red oval highlights the 'Search Orders' button, with a red arrow pointing to it from a dark blue box labeled 'Step 5' located below the screenshot. Another red oval highlights the entire search form area, with a red arrow pointing to it from a dark blue box labeled 'Step 4' located above the screenshot. A red asterisk with the text '* are mandatory' is located at the bottom left of the screenshot area.

Orders History (VERIP)

If you have orders fitting the status you searched, they will appear.

VERIP Orders
 Non-VERIP Orders

Search Orders

Ordering POC Order Status Order Number

Orders From Orders To

	Order Number	Order Date	Order Status	Ordering POC	Total Supporting Documents
Details	25	2/14/2024	Pending Review	jessi.test@gmail.com	2
Details	30	2/22/2024	Pending Review	jessi.test@gmail.com	1

* are mandatory

Step 6

Orders History (VERIP)

Before you Select Search Orders Button, you can clear the fields by clicking the Clear Button.

The screenshot displays the 'ORDERS HISTORY' section of the VERIP system. At the top, a navigation bar includes tabs for ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY (highlighted), RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. Below the navigation bar, there are radio buttons for 'VERIP Orders' (selected) and 'Non-VERIP Orders'. A 'Search Orders' section contains several input fields: 'Ordering POC', 'Orders From', 'Order Status' (set to 'Pending Review'), 'Orders To', and 'Order Number'. Two buttons, 'Search Orders' and 'Clear', are located at the bottom left of the search section. The 'Clear' button is circled in red, and a red arrow points from a 'Step 7' callout box below to it. A red asterisk with the text '* are mandatory' is located at the bottom left of the form area.

Step 7

Reviewing Order Histories

Orders History (VERIP)

Orders Number panel appears, select a Details link.

VERIP Orders
 Non-VERIP Orders

Search Orders

Ordering POC
 Order Status
 Order Number

Orders From
 Orders To

Order Number	Order Date	Order Status	Ordering POC	Total Supporting Documents
Details 25	2/14/2024	Pending Review	jessi.test@gmail.com	2
Details 40	2/22/2024	Pending Review	jessi.test@gmail.com	1

* are mandatory

Step 8

Orders History (VERIP)

The Order History Details window appears. Select the Provider Details dropdown to review the sub-section.

The screenshot shows the 'Order History Details' window. At the top, there is a dark blue header with the text 'Order History Details'. Below the header, there is a white box containing the text 'Order details for order number: 25'. To the right of this box is a dark blue box with the text 'Step 9'. Below these elements is a list of dropdown menu items, each on a blue bar. The items are: 'Provider Details', 'Pediatric Vaccine', 'Pediatric Vaccine Inventory', 'Adult Vaccine', 'Adult Vaccine Inventory', 'Supporting Documents', 'Additional Information', and 'VTrcks Information'. The 'Provider Details' item is circled in red, and a red arrow points from the 'Step 9' box to it. In the top right corner of the window, there are two links: 'Expand All Sections' and 'Collapse All Sections'. In the bottom right corner, there is a 'Cancel' button.

Orders History (VERIP)

Step 10

Scroll down to review the Provider Details dropdown to review this sub-section.

Order History Details

Order details for order number: 25 [Expand All Sections](#) | [Collapse All Sections](#)

Provider Details

Re-Enrollment Details

Enrollment Due Date: 02/14/2025

**For an uninterrupted vaccine ordering experience and to avoid delays, please plan and re-enroll into the VFC/VFA program by the due date. For those past due, please contact VVSA team immediately to discuss next steps for an uninterrupted vaccine ordering experience or to reinstate those privileges.

**All changes in key staff and provider details must be communicated to the VVSA program. Key staff include: the medical director or equivalent who signed the provider agreement, the vaccine coordinator, and the backup coordinator. Up-to-date shipping address and hours are necessary for vaccines to be delivered correctly.

Medical Director Information

Medical Director First Name: Med Medical Director Last Name: Dir

Shipping Address

Address Line1: Mandarin dr Address Line2: Zip: 23059

City: VA State: VIRGINIA

Cancel

Orders History (VERIP)

The Order History Details window appears. Select the Pediatric Vaccine dropdown to review the sub-section.

Order History Details

Order details for order number: 25

[Expand All Sections](#) | [Collapse All Sections](#)

- Provider Details
- Pediatric Vaccine**
- Pediatric Vaccine Inventory
- Adult Vaccine
- Adult Vaccine Inventory
- Supporting Documents
- Additional Information
- VTcks Information

Cancel

Orders History (VERIP)

Scroll down to review the Pediatric Vaccine sub-section.

Order History Details

Order details for order number: 25

First Name Last Name Email
Phone -

** Update Shipping Info link opens an email interface to send an email to vwfc@vdh.virginia.gov and request an update. [Update Shipping Info](#)

Pediatric Vaccine

Vaccine

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
No Records found						

Pediatric Vaccine Inventory

Adult Vaccine

Adult Vaccine Inventory

Supporting Documents

Cancel

Step 12

Orders History (VERIP)

Select the Pediatric Vaccine Inventory dropdown to review the sub-section.

Order History Details

Order details for order number: 25

First Name Last Name Email
Phone -

** Update Shipping Info link opens an email interface to send an email to vwfc@vdh.virginia.gov and request an update. [Update Shipping Info](#)

Pediatric Vaccine

Step 13

Vaccine

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
No Records found						

Pediatric Vaccine Inventory

Adult Vaccine

Adult Vaccine Inventory

Supporting Documents

Cancel

Orders History (VERIP)

Scroll down to review the Pediatric Vaccine Inventory sub-section.

Order History Details

Order details for order number: 25

First Name: Sec Last Name: test Email: sectest@gmail.com
 Phone: 6576565645 -

** Update Shipping Info link opens an email interface to send an email to vvfc@vdh.virginia.gov and request an update. [Update Shipping Info](#)

Pediatric Vaccine

Vaccine

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
No Records found						

Pediatric Vaccine Inventory

Inventory

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date
No Records found							

Step 14

Cancel

Orders History (VERIP)

Select the Adult Vaccine dropdown to review the sub-section.

Order History Details

Order details for order number: 25

Pediatric Vaccine Inventory

Step 15

Inventory

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date
No Records found							

Adult Vaccine

Adult Vaccine Inventory

Supporting Documents

Additional Information

VTrcks Information

Cancel

Orders History (VERIP)

Scroll down to review the Adult Vaccine sub-section.

Order History Details

Order details for order number: 25

Pediatric Vaccine Inventory

Inventory

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date
No Records found							

Adult Vaccine

Vaccine

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Adult Vaccine Inventory

Supporting Documents

Step 16

Cancel

Orders History (VERIP)

Select the Adult Vaccine Inventory dropdown to review the sub-section.

Order History Details

Order details for order number: 25

Pediatric Vaccine Inventory

Inventory

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date
No Records found							

Adult Vaccine

Vaccine

Step 17

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Adult Vaccine Inventory

Supporting Documents

Cancel

Orders History (VERIP)

Scroll down to review the Adult Vaccine Inventory sub-section.

Order History Details

Order details for order number: 25

Line#	vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date
No Records found							

Adult Vaccine

Vaccine

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Adult Vaccine Inventory

Inventory

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date
1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	2	123	01/29/2024

Supporting Documents

Step 18

Cancel

Orders History (VERIP)

Select the Supporting Documents dropdown to review the sub-section.

Order History Details

Order details for order number: 25
vaccine

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	CPT Code	Quantity Requested
1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	91320	10

Adult Vaccine Inventory

Inventory

Step 19

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date
1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	2	123	01/29/2024

Supporting Documents

Additional Information

VTrcks Information

Cancel

Orders History (VERIP)

Scroll down to review the Supporting Documentations sub-section.

Order History Details

Order details for order number: 25

Step 20

Inventory

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date
1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	2	123	01/29/2024

Supporting Documents

Upload Documents

Line#	Document Type	Document Name	Uploaded By	Uploaded On
1	Refrigerator Data Logger Report	Inventory test doc.docx	Jessi test	02/23/2024
2	Refrigerator Data Logger Report	Inventory test doc.pdf	Jessi test	02/23/2024

Additional Information

VTrcks Information

Cancel

Orders History (VERIP)

Select the Additional dropdown to review the sub-section.

Order History Details

Order details for order number: 25

Inventory

Line#	Vaccine	Brand Name	Unit Shipping Size	NDC Code	Doses On Hand	Lot#	Lot Expiration Date
1	Covid-19 (Age 12 years and older)	Comirnaty®	10 pack- 1 dose vial	00069-2362-10	2	123	01/29/2024

Supporting Documents

Upload Documents

Step 21

Line#	Document Type	Document Name	Uploaded By	Uploaded On
1	Refrigerator Data Logger Report	Inventory_test_doc.docx	Jessi test	02/23/2024
2	Refrigerator Data Logger Report	Inventory_test_doc.pdf	Jessi test	02/23/2024

Additional Information

VTicks Information

Cancel

Orders History (VERIP)

Scroll down to review the Additional Information sub-section.

Order History Details

Order details for order number: 25

Supporting Documents

Step 22

Upload Documents

Line#	Document Type	Document Name	Uploaded By	Uploaded On
1	Refrigerator Data Logger Report	Inventory test doc.docx	Jessi test	02/23/2024
2	Refrigerator Data Logger Report	Inventory test doc.pdf	Jessi test	02/23/2024

Additional Information

Override the Default Fund Type Split Requirements Defined in VTrckS (For LHDs Only)

Comments

VTrcks Information

Cancel

Orders History (VERIP)

Scroll down to review the VTrcks Information dropdown sub-section.

Order History Details

Order details for order number: 25

Supporting Documents

Upload Documents

Line#	Document Type	Document Name	Uploaded By	Uploaded On
1	Refrigerator Data Logger Report	Inventory test doc.docx	Jessi test	02/23/2024
2	Refrigerator Data Logger Report	Inventory test doc.pdf	Jessi test	02/23/2024

Additional Information

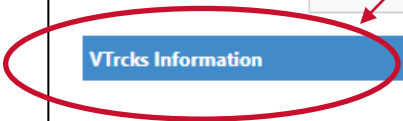
Override the Default Fund Type (For LHDs Only)

Comments

VTrcks Information

Cancel

Step 23



Orders History (VERIP)

Scroll down to review the VTrcks Information sub-section.

Order History Details

Order details for order number: 25

Upload Documents

Line#	Document Type	Document Name	Uploaded By	Uploaded On
1	Refrigerator Data Logger Report	Inventory test doc.docx	Jessi test	02/23/2024
2	Refrigerator Data Logger Report	Inventory test doc.pdf	Jessi test	02/23/2024

Additional Information

Override the Default Fund Type Split Requirements Defined in VTrckS (For LHDs Only)

Comments

VTrcks Information

Lot Number	Lot Expiration Date	Date Shipped	Quantity Shipped In Doses	Order Line Fulfilled	Order Line Split	Shipment Tracking Number	Carrier	Manufacturer	Expedited Shipment	VTrckS Order Number	VTrckS Order Creation Date
No Records found											

Step 24

Cancel

Orders History (VERIP)

Select the Expand All Sections button to open all the dropdown menus.

Order History Details

Order details for order number: 25

Step 25 [Expand All Sections](#) | [Collapse All Sections](#)

Provider Details

Re-Enrollment Details

Enrollment Due Date: 02/14/2025

**For an uninterrupted vaccine ordering experience and to avoid delays, please plan and re-enroll into the VFC/VFA program by the due date. For those past due, please contact VVSA team immediately to discuss next steps for an uninterrupted vaccine ordering experience or to reinstate those privileges.

**All changes in key staff and provider details must be communicated to the VVSA program. Key staff include: the medical director or equivalent who signed the provider agreement, the vaccine coordinator, and the backup coordinator. Up-to-date shipping address and hours are necessary for vaccines to be delivered correctly.

Medical Director Information

Medical Director First Name: Med Medical Director Last Name: Dir

Shipping Address

Address Line1: Mandarin dr Address Line2: Zip: 23059

City: VA State: VIRGINIA

Cancel

Orders History (VERIP)

Step 26

Select the Collapse All Sections button to close all the dropdown menus.

Order History Details

Order details for order number: 25

[Expand All Sections](#) | [Collapse All Sections](#)

Provider Details

Re-Enrollment Details

Enrollment Due Date: 02/14/2025

**For an uninterrupted vaccine ordering experience and to avoid delays, please plan and re-enroll into the VFC/VFA program by the due date. For those past due, please contact VVSA team immediately to discuss next steps for an uninterrupted vaccine ordering experience or to reinstate those privileges.

**All changes in key staff and provider details must be communicated to the VVSA program. Key staff include: the medical director or equivalent who signed the provider agreement, the vaccine coordinator, and the backup coordinator. Up-to-date shipping address and hours are necessary for vaccines to be delivered correctly.

Medical Director Information

Medical Director First Name: Med Medical Director Last Name: Dir

Shipping Address

Address Line1: Mandarin dr Address Line2: Zip: 23059

City: VA State: VIRGINIA

Cancel

Orders History (VERIP)

Select the Cancel button to close the Order History Details window.

Order History Details

Order details for order number: 25 [Expand All Sections](#) | [Collapse All Sections](#)

Provider Details

Re-Enrollment Details

Enrollment Due Date: 02/14/2025

**For an uninterrupted vaccine ordering experience and to avoid delays, please plan and re-enroll into the VFC/VFA program by the due date. For those past due, please contact VVSA team immediately to discuss next steps for an uninterrupted vaccine ordering experience or to reinstate those privileges.

**All changes in key staff and provider details must be communicated to the VVSA program. Key staff include: the medical director or equivalent who signed the provider agreement, the vaccine coordinator, and the backup coordinator. Up-to-date shipping address and hours are necessary for vaccines to be delivered correctly.

Medical Director Information

Medical Director First Name: Med Medical Director Last Name: Dir

Shipping Address

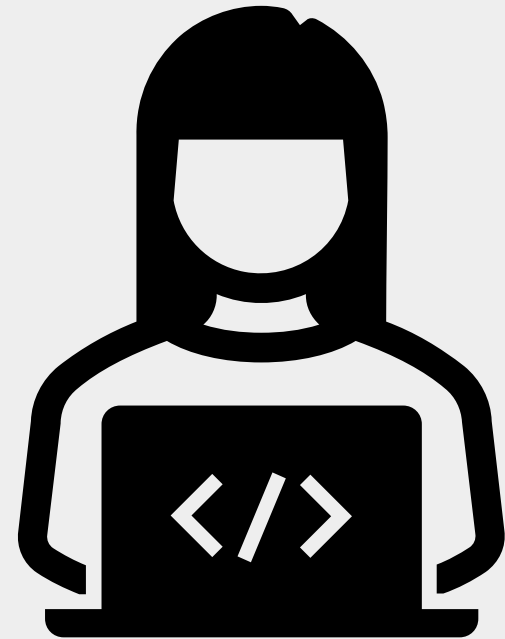
Address Line1: Mandarin dr Address Line2: Zip: 23059

City: VA State: VIRGINIA

Step 27

Cancel

Live Demo



Orders History (VERIP) Review

As a Provider you should access to the following:

- Reviewing Orders
- Reviewing Order History Details

VFC/VFA Vaccine Ordering

Returns History

Returns History Introduction








As a Provider you should have access to the following:

- Reviewing Returns History

Returns History

Returns History

After logging in, select your organization by clicking on the pencil.

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
	Active	Carilion Children's Tanglewood Center- Adolescent Medicine	Pediatrician		South West	VIIS
	Active	Carilion Children's Pediatric Medicine - Rocky Mount	Pediatrician	Carilion Health System	South West	VIIS
	Active	UVA Pediatrics Harrisonburg - Medical Avenue	Pediatrician	UVA Health System	West Central	VIIS
	Active	ROAHD-Roanoke City Health Department	Public Health		South West	VIIS
	Active	CrossOver Healthcare Ministry Inc.- WEST END	Free Clinic		West Central	VIIS
	Active	UVA Pediatrics Harrisonburg - McGaheysville	Pediatrician	UVA Health System	West Central	VIIS
	Pending	Jessi Test1	Employee Health		West Central	VIIS

Step 1

Returns History

Select the Returns and Wastage Transfers History Tab.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT ORDERS & INVENTORY ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

General

Organization Name* Organization Type*

VIIS Org Code (for existing accounts) Other (specify) **

Are you a VFC/VFA Provider* Yes No

Already exchange data electronically with VIIS or want to?* Yes No

Phone #* - Fax #

ex: (123) 456-7890 Alt Phone # -
ex: (123) 456-7890

Physical Address

Address Line1* Address Line2

Zip* City State

** Enter Other (specify) if Organization Type is Other....

* are mandatory

Update **Next**

Step 2

Returns History

Select the Returns History dropdown.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT ORDERS & INVENTORY ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

Expand All Sections | Collapse All Sections

Returns History
Wastages History
Transfers History

* are mandatory

Step 3

Returns History

Review the Returns History sub sections.

The screenshot shows a web interface for 'Returns History'. At the top is a blue header with the text 'Returns History'. Below this is a section titled 'Vaccine Returns History'. This section contains a search form with the following fields: 'Return Status' (a dropdown menu with 'Pending Review' selected), 'Return Type' (a dropdown menu with 'Select Return Type' selected), 'Label Recipient Email' (a dropdown menu with 'Select Label Recipient Email' selected), 'Reported By (Email)' (a text input field), 'Date From' (a text input field), and 'Date To' (a text input field). At the bottom left of the search form are two buttons: 'Search Returns' and 'Clear'. A large red oval is drawn around the entire search form area, and a red arrow points from the bottom right of this oval to a dark blue box labeled 'Step 4'.

Step 4

Returns History

Select the Search Returns button to search for your Vaccine Returns History.

Returns History

Vaccine Returns History

Return Status	<input type="text" value="Pending Review"/>	Return Type	<input type="text" value="Select Return Type"/>	Label Recipient Email	<input type="text" value="Select Label Recipient Email"/>
Reported By(Email)	<input type="text"/>	Date From	<input type="text"/>	Date To	<input type="text"/>

Search Returns

Step 5

Returns History

Select the Clear button, to clear your search.

The screenshot shows a web interface for 'Returns History'. At the top is a blue header with the text 'Returns History'. Below this is a section titled 'Vaccine Returns History'. The search area contains several fields: 'Return Status' (dropdown menu with 'Pending Review' selected), 'Return Type' (dropdown menu with 'Select Return Type' selected), 'Label Recipient Email' (dropdown menu with 'Select Label Recipient Email' selected), 'Reported By (Email)' (text input field), 'Date From' (text input field), and 'Date To' (text input field). At the bottom left of the search area are two buttons: 'Search Returns' and 'Clear'. The 'Clear' button is circled in red, and a red arrow points from it to a dark blue box labeled 'Step 6'.

Step 6

Returns History

The Vaccine Returns History panel will appear.

Returns History

Vaccine Returns History

Return Status

Return Type

Label Recipient Email

Reported By(Email)

Date From

Date To

	Return Number	Date Reported	Number Of Labels	Label Recipient Email	Reported By	Return Status	Return Type
Details	17	02/21/2024	2	primtest@gmail.com	jessi.test@gmail.com	Pending Review	Return Only

Step 7

Returns History

Select the Details link to view details.

Returns History

Vaccine Returns History

Return Status

Reported By (Email)

Return Type

Date From

Label Recipient Email

Date To

Return Number	Date Reported	Number Of Labels	Label Recipient Email	Reported By	Return Status	Return Type
Details	02/21/2024	2	primtest@gmail.com	jessi.test@gmail.com	Pending Review	Return Only

Step 8

Returns History

The Return Details window appears.

Return Details

Details for Return Number: 17

Contract Type	Vaccine	Brand Name	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
Pediatric	Covid-19 (Age 12 years and older)	Comirnaty®	00069-2362-10	12345	2	02/29/2024	Return Only	Mechanical failure

Number of Labels **Label Shipping Method**

Return Status **Label Recipient Email**

Reviewed Date N/A **Reviewed by** N/A

Review Comments

Step 9

Returns History

Select the Cancel button to close the window.

Return Details

Details for Return Number: 17

Contract Type	Vaccine	Brand Name	NDC Code	Lot Number	Quantity Returned in Doses	Expiration Date	Return Type	Return Reason
Pediatric	Covid-19 (Age 12 years and older)	Comirnaty®	00069-2362-10	12345	2	02/29/2024	Return Only	Mechanical failure

Number of Labels **Label Shipping Method** **Label Recipient Email**

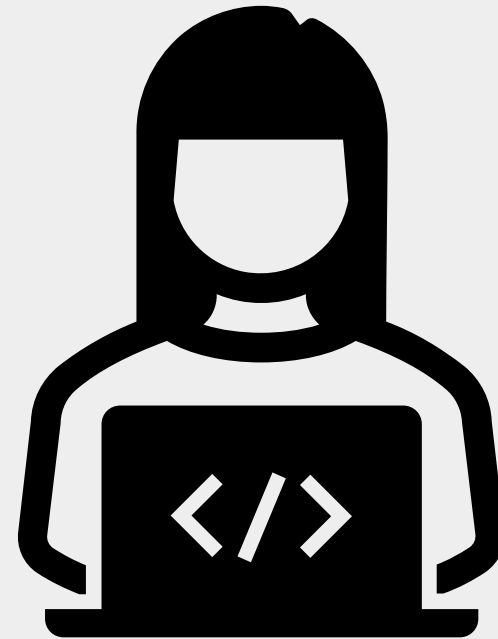
Return Status **Reviewed Date** N/A **Reviewed by** N/A

Review Comments

Cancel

Step 10

Live Demo



Returns History Review

As a Provider you should have access to the following:

- Reviewing Returns History

VFC/VFA Vaccine Ordering

Transfers History

Transfers History Introduction








As a Provider you should have access to the following:

- Reviewing Transfers History

Transfers History

Transfers History

After logging in, select your organization by clicking on the pencil.

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
	Active	Carilion Children's Tanglewood Center- Adolescent Medicine	Pediatrician		South West	VIIS
	Active	Carilion Children's Pediatric Medicine - Rocky Mount	Pediatrician	Carilion Health System	South West	VIIS
	Active	UVA Pediatrics Harrisonburg - Medical Avenue	Pediatrician	UVA Health System	West Central	VIIS
	Active	ROAHD-Roanoke City Health Department	Public Health		South West	VIIS
	Active	CrossOver Healthcare Ministry Inc.- WEST END	Free Clinic		West Central	VIIS
	Active	UVA Pediatrics Harrisonburg - McGaheysville	Pediatrician	UVA Health System	West Central	VIIS
	Pending	Jessi Test1	Employee Health		West Central	VIIS

Step 1

Transfers History

Select the Returns and Wastage Transfers History Tab.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT ORDERS & INVENTORY ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS RETURNS & WASTAGES & TRANSFERS HISTORY

General

Organization Name* Organization Type*

VIIS Org Code (for existing accounts) Other (specify) **

Are you a VFC/VFA Provider?* Yes No If Yes, what is your VFC/VFA Pin

Already exchange data electronically with VIIS or want to?* Yes No Fax #

Phone #* - Alt Phone #

ex: (123) 456-7890

Physical Address

Address Line1* Address Line2

Zip* City State

** Enter Other (specify) if Organization Type is Other....

* are mandatory

Transfers History

Select the Transfers History dropdown.

The screenshot shows a horizontal navigation menu with several items: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. The last item is highlighted in light blue. Below the menu, there are three blue horizontal bars representing a dropdown menu, labeled Returns History, Wastages History, and Transfers History. The Transfers History bar is circled in red. A red arrow points from the 'Step 3' box below to the red circle. In the bottom left corner, there is a red asterisk followed by the text '* are mandatory'.

[Expand All Sections](#) | [Collapse All Sections](#)

Returns History

Wastages History

Transfers History

* are mandatory

Step 3

Transfers History

Review the Transfers History sub sections.

Transfers History

Vaccine Transfers History

Transfer Status: Pending Review (dropdown) Date From: [text box] Date To: [text box]

Reported By(email): [text box] Transfer to Provider: [text box] Transfer to PIN: [text box]

Search Transfers **Clear**

* are mandatory

Step 4

Transfers History

Select the Search Transfers button.

The screenshot shows a web interface for 'Transfers History'. At the top is a blue header with the text 'Transfers History'. Below this is a section titled 'Vaccine Transfers History'. This section contains several input fields: 'Transfer Status' (a dropdown menu currently showing 'Pending Review'), 'Date From', 'Date To', 'Reported By(Email)', 'Transfer to Provider', and 'Transfer to PIN'. Below these fields are two buttons: 'Search Transfers' and 'Clear'. The 'Search Transfers' button is circled in red, and a red arrow points from it to a dark blue box labeled 'Step 5' located below the form. In the bottom left corner of the form area, there is a small red text note: '* are mandatory'.

Step 5

Transfers History

The Transfer Number panel will appear.

Transfers History

Vaccine Transfers History

Transfer Status: Pending Review
Date From:
Date To:
Reported By(Email):
Transfer to Provider:
Transfer to PIN:

	Transfer Number	Date Reported	Reported By	Transfer Status	Transfer to PIN	Transfer to Provider Name
Details	9	02/15/2024	jessi.test@gmail.com	Pending Review	P104	UVA Pediatrics Harrisonburg - Medical Avenue

Step 6

Transfers History

Select the Clear button, to clear your search.

Transfers History

Vaccine Transfers History

Transfer Status Date From Date To

Reported By(Email) Transfer to Provider Transfer to PIN

* are mandatory

Step 7

Transfers History

Select the Details link to view details.

Transfers History

Vaccine Transfers History

Transfer Status

Reported By(Email)

Date From

Transfer to Provider

Date To

Transfer to PIN

Search Transfers

Clear

Transfer Number	Date Reported	Reported By	Transfer Status	Transfer to PIN	Transfer to Provider Name
Details	02/15/2024	jessi.test@gmail.com	Pending Review	P104	UVA Pediatrics Harrisonburg - Medical Avenue

Step 8

Transfers History

The Transfers Details window appears.

Step 9

Transfer Details

Details for Transfer Number:7

Contract Type	Vaccine	Brand Name	NDC Code	Unit Shipping Size	Lot Number	Quantity Transferred in Doses	Expiration Date	Transfer Reason	Provider PIN	Provider Name	Provider Address	City	Zip	Transferred Date
Pediatric	Covid-19 (Age 5 years through 11 years)	COVID-19 Vaccine	59267-4331-02	10 pack- 1 dose vial	1141F	16	05/03/2024	Non vaccine product	001A	ESHD-EASTERN SHORE HEALTH DISTRICT-ACCOMACK	101 Main St	GLEN ALLEN	23059	05/07/2024

Transfer Status Pending Review Reviewed Date N/A Reviewed by N/A

Additional Admin Comments for CDC And Provider

Print

Cancel

Transfers History

Select the Cancel button to close the window.

Transfer Details

Details for Transfer Number:7

Contract Type	Vaccine	Brand Name	NDC Code	Unit Shipping Size	Lot Number	Quantity Transferred in Doses	Expiration Date	Transfer Reason	Provider PIN	Provider Name	Provider Address	City	Zip	Transferred Date
Pediatric	Covid-19 (Age 5 years through 11 years)	COVID-19 Vaccine	59267-4331-02	10 pack- 1 dose vial	1141F	16	05/03/2024	Non vaccine product	001A	ESHD-EASTERN SHORE HEALTH DISTRICT-ACCOMACK	101 Main St	GLEN ALLEN	23059	05/07/2024

Transfer Status Pending Review Reviewed Date N/A Reviewed by N/A

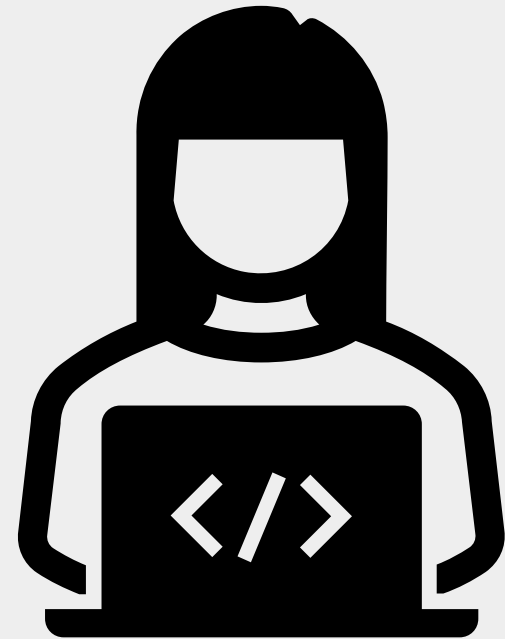
Additional Admin Comments for CDC And Provider

Print

Cancel

Step 10

Live Demo



Transfers History Review

As a Provider you should have access to the following:

- Reviewing Transfers History

VFC/VFA Vaccine Ordering

Wastages History

Wastages History Introduction








As a Provider you should have access to the following:

- Reviewing Wastages History

Wastages History

Wastages History

After logging in, select your organization by clicking on the pencil.

Edit	Status	Organization	Organization Type	Affiliation	Region	Program
	Active	Carilion Children's Tanglewood Center- Adolescent Medicine	Pediatrician		South West	VIIS
	Active	Carilion Children's Pediatric Medicine - Rocky Mount	Pediatrician	Carilion Health System	South West	VIIS
	Active	UVA Pediatrics Harrisonburg - Medical Avenue	Pediatrician	UVA Health System	West Central	VIIS
	Active	ROAHD-Roanoke City Health Department	Public Health		South West	VIIS
	Active	CrossOver Healthcare Ministry Inc.- WEST END	Free Clinic		West Central	VIIS
	Active	UVA Pediatrics Harrisonburg - McGaheysville	Pediatrician	UVA Health System	West Central	VIIS
	Pending	Jessi Test1	Employee Health		West Central	VIIS

Step 1

Wastages History

Select the Returns and Wastage Transfers History Tab.

ORGANIZATION CONTACTS AGREEMENTS REVIEW & SUBMIT ORDERS & INVENTORY ORDERS HISTORY RETURNS & WASTAGES & TRANSFERS **RETURNS & WASTAGES & TRANSFERS HISTORY**

General

Organization Name* Organization Type* **Step 2**

VIIS Org Code (for existing accounts) Other (specify) **

Are you a VFC/VFA Provider?* Yes No If Yes, what is your VFC/VFA Pin

Already exchange data electronically with VIIS or want to?* Yes No Fax #

Phone #* - Alt Phone #

ex: (123) 456-7890

Physical Address

Address Line1* Address Line2

Zip* City State

** Enter Other (specify) if Organization Type is Other....

* are mandatory

Wastages History

Select the Wastages History dropdown.

The screenshot shows a horizontal navigation menu with the following items: ORGANIZATION, CONTACTS, AGREEMENTS, REVIEW & SUBMIT, ORDERS & INVENTORY, ORDERS HISTORY, RETURNS & WASTAGES & TRANSFERS, and RETURNS & WASTAGES & TRANSFERS HISTORY. The last item is highlighted in light blue. Below the menu, there are three blue bars representing a dropdown menu: Returns History, Wastages History (circled in red), and Transfers History. A red arrow points from a dark blue box labeled 'Step 3' to the 'Wastages History' option. In the bottom left corner, there is a red asterisk followed by the text '* are mandatory'. On the right side of the menu area, there are links for 'Expand All Sections' and 'Collapse All Sections'.

* are mandatory

Step 3

Wastages History

Review the Wastages History sub sections.

The screenshot shows a web interface for 'Wastages History'. At the top is a blue header bar with the text 'Wastages History'. Below this is a sub-section titled 'Vaccine Wastages History'. The search area contains the following elements: a 'Wastage Status' dropdown menu with 'Pending Review' selected, a 'Date From' text input field, a 'Date To' text input field, and a 'Reported By(Email)' text input field. At the bottom left of the search area are two buttons: 'Search Wastages' and 'Clear'. A red oval highlights the entire search area, and a red arrow points from a 'Step 4' callout box to the right side of the oval.

Step 4

Wastages History

Select the Search Wastages button.

The screenshot shows a web interface for 'Vaccine Wastages History'. At the top left, there is a blue header with the text 'Wastages History'. Below this is a search form with the title 'Vaccine Wastages History'. The form contains several fields: 'Wastage Status' with a dropdown menu showing 'Pending Review', 'Date From' and 'Date To' with empty text input boxes, and 'Reported By(Email)' with an empty text input box. At the bottom left of the form, there are two buttons: 'Search Wastages' and 'Clear'. The 'Search Wastages' button is circled in red, and a red arrow points from a dark blue callout box labeled 'Step 5' to it.

Step 5

Wastages History

The Wastage Number panel will appear.

Wastages History

Vaccine Wastages History

Wastage Status: Date From: Date To:

Reported By(Email):

Wastage Number	Date Reported	Reported By	Wastage Status
Details 8	02/14/2024	jessi.test@gmail.com	Complete

Step 6

Wastages History

Select the Clear button, to clear your search.

The screenshot shows a web interface for 'Vaccine Wastages History'. It features a search form with the following elements: a 'Wastage Status' dropdown menu set to 'Pending Review', 'Date From' and 'Date To' input fields, and a 'Reported By(Email)' input field. Below these fields are two buttons: 'Search Wastages' and 'Clear'. The 'Clear' button is circled in red, and a red arrow points from a dark blue box labeled 'Step 7' to it.

Step 7

Wastages History

Select the Details link to view details.

Wastages History

Vaccine Wastages History

Wastage Status Date From Date To

Reported By(Email)

Wastage Number	Date Reported	Reported By	Wastage Status
Details 8	02/14/2024	jessi.test@gmail.com	Complete

Step 8

Wastages History

The Wastages Details window appears.

Wastage Details

Details for Wastage Number:8

Contract Type	Vaccine	Brand Name	NDC Code	Lot Number	Quantity Wasted in Doses	Expiration Date	Wastage Reason
Pediatric	Covid-19 (Age 12 years and older)	Comirnaty®	00069-2362-10	1234	2	02/13/2024	Broken Vial/Syringe

Wastage Status Complete ▼
Reviewed Date 02/14/2024
 Reviewed by Jessica.Renslow@vdh.virginia.gov

Review Comments

Cancel

Step 9

Wastages History

Select the Cancel button to close the window.

Wastage Details

Details for Wastage Number:8


Contract Type	Vaccine	Brand Name	NDC Code	Lot Number	Quantity Wasted in Doses	Expiration Date	Wastage Reason
Pediatric	Covid-19 (Age 12 years and older)	Comirnaty®	00069-2362-10	1234	2	02/13/2024	Broken Vial/Syringe

Wastage Status Complete Reviewed Date 02/14/2024

Reviewed by Jessica.Renslow@vdh.virginia.gov

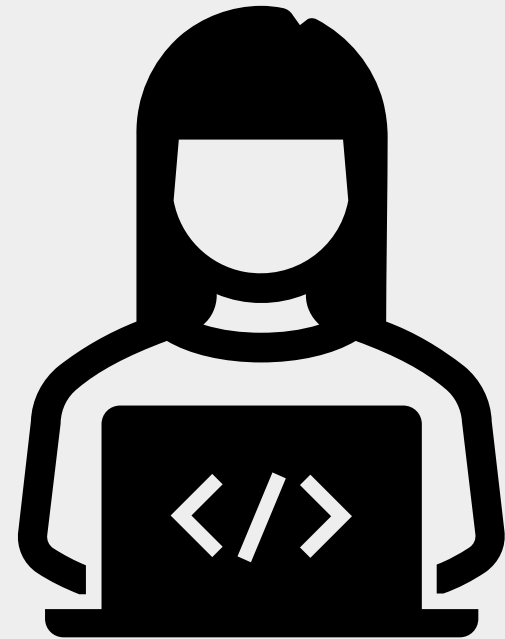
Review Comments

Step 10



Cancel

Live Demo



Wastages History Review

As a Provider you should have access to the following:

- Reviewing Wastages History

VFC/VFA Vaccine Ordering Review

As a Provider you should have access to the following:

- Logging In
- Basic Navigation
- New Vaccine Orders
- New Vaccine Transfers
- New Vaccine Wastages
- New Vaccine Returns
- Returns History
- Wastages History
- Transfers History