Welcome to ImmuNet!

By referring to the VFC Vaccine Inventory Ordering Quick Reference Guide, you will be able to:

- Order VFC Vaccines
- Order VFC Specialty and Flu Vaccines
- Check the Status of the VFC Vaccine Order
- Manage VFC Vaccines
  - *Add Vaccines
  - *Remove Vaccines

Order VFC Vaccines

Before submitting the VFC Inventory Report, please ensure that Delivery Window #1 and Delivery Window #2 in your VFC Profile is correct. This section is where you confirm your open hours, which allows you to allot time for a lunch hour during which you can’t receive a delivery.
If there is information you need to change, such as Delivery Contact Person information, Back-Up Contact Person information, click Edit VFC Profile, change the information and then click Save.

To edit any other information in the VFC Profile such as Mailing Address, please contact the VFC Contact Center.

To order VFC Vaccines:

1. Click on VFC Inventory/Orders in the center of the screen or in the left navigator click Inventory and Ordering, Create and View Orders, Enter Inventory.
2. Right-click directly on the form and click ‘Print’ to print a blank form to take inventory of the VFC vaccines on hand.

3. On the Provider Inventory Data screen, add the quantity, in doses, for each lot you have on hand in your VFC inventory. If you don’t have any inventory of a particular lot on hand, enter a ‘0’. All rows must be filled in with a number (if you leave a row blank, you will receive an error when you try to save the report).

4. Click Submit Inventory.

**IMPORTANT:** If an adjustment is needed to your vaccine order - - for example, a specific vaccine is NOT needed, please contact the VFC Contact Center BEFORE SUBMITTING THE ORDER.
The order will show as “Pending” under the Current Reports under Order Status.

Important Notes:
- Your ImmuNet log in will time out after 1 hour of inactivity.
- For vaccines that are wasted, spoiled, or expired continue to use the paper Vaccine Return and Wastage Form.
- If you don’t see a lot number you have on hand on the VFC Inventory Report, press Cancel and enter the vaccines into your ImmuNet inventory and then go back and re-enter your inventory.

Order VFC Specialty and Flu Vaccines

1. Click on VFC Inventory/Orders in the center of the screen or

VFC Inventory / Orders

on the left navigator click Inventory and Ordering and then click Order Specialty/Flu Vaccines.
When flu vaccines are *not* available, the button will only say **Order Specialty Vaccines**.

There are three (two when flu vaccines are unavailable) sections:

- Specialty
- Single Dose
- Flu
### Order Specialty/Flu Vaccines

**Grantee Code:** MDA  
**Provider Pin:**  
**Organization Name:**  
**Inventory Date:** 07/10/2019  
**Is this a priority Order?** [ ] yes  [ ] no  
**If yes, select Priority Reason:**

**Inventory entry instructions:**
Please enter the number of VFC doses remaining in your organization's inventory as of today's date. Enter remaining inventory in the 'Inventory Quantity (in doses)' column. If your organization has used all doses or has no doses for the trade name, enter a zero.

**Order entry instructions:**
Please enter an Order Quantity (in doses) for each line. The Order Quantity can be zero, or equal to, or a multiple of the Package Quantity.

**Exception:** The Single Dose section allows an Order Quantity of 1 dose.

<table>
<thead>
<tr>
<th>Specialty Trade Name/Mfr/Description</th>
<th>NDC</th>
<th>Inventory Quantity (in doses)</th>
<th>Ordering Intention</th>
<th>Funding Type</th>
<th>Package Quantity</th>
<th>Order Quantity (in doses)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bexsero</strong></td>
<td>58160-0976-20</td>
<td></td>
<td>PED</td>
<td>10</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>GliaxoSmithKline (SmithKline Beecham and Gliaxo Wellcome) 1 Dose Syringe</td>
<td></td>
<td></td>
<td>PED</td>
<td>10</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Trumenba</strong></td>
<td>03065-0100-10</td>
<td></td>
<td>PED</td>
<td>10</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Pfizer, Inc. (including Wyeth-Ayerst) 1 Dose Syringe</td>
<td></td>
<td></td>
<td>PED</td>
<td>10</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Single Dose Trade Name/Mfr/Description</strong></td>
<td>NDC</td>
<td>Inventory Quantity (in doses)</td>
<td>Ordering Intention</td>
<td>Funding Type</td>
<td>Package Quantity</td>
<td>Order Quantity (in doses)</td>
</tr>
<tr>
<td><strong>DT</strong></td>
<td>49281-0225-10</td>
<td></td>
<td>PED</td>
<td>1</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Sanofi Pasteur Inc. (Connaught and Pasteur Mérieux) 1 Dose Vial</td>
<td></td>
<td></td>
<td>PED</td>
<td>1</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Pneumovax 23</strong></td>
<td>00066-4837-03</td>
<td></td>
<td>PED</td>
<td>10</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Merck &amp; Co, Inc. 1 Dose Syringe</td>
<td></td>
<td></td>
<td>PED</td>
<td>10</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Td</strong></td>
<td>13533-0131-01</td>
<td></td>
<td>PED</td>
<td>1</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Massachusetts Biologic Laboratories 1 Dose Vial</td>
<td></td>
<td></td>
<td>PED</td>
<td>1</td>
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<td>0</td>
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<tr>
<td><strong>TENIVAC</strong></td>
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<td></td>
<td>PED</td>
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<td>0</td>
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<tr>
<td>Sanofi Pasteur Inc. (Connaught and Pasteur Mérieux) 1 Dose Syringe No Needle</td>
<td></td>
<td></td>
<td>PED</td>
<td>1</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**Justification Statement:**
Please enter Justification Statement, why this order is needed.  
Click Confirm Order, once you have completed inventory, order, and Justification entries.
2. Fill out each **Inventory Quantity** and **Order Quantity** section, even if you aren't ordering from one of the sections. The order quantity will default to ‘0’, but enter a number in the **Inventory Quantity** column for each row.

- **Specialty**
  - Specialty vaccines should be ordered in multiples of 10.

- **Single Dose**
  - The Single Dose section allows you to order some vaccines in quantities less than 10. Use this section, if you only need a small number of the selected vaccine.

- **Flu**
  - The Flu section will *only appear when flu vaccines are available*.
  - Flu vaccines should be ordered in multiples of ten.

The **Priority Order** selection is not generally used. VFC **DOES NOT** ship priority orders.

3. Enter a brief explanation in the **Justification Statement** box at the bottom of the form.

4. Click **Confirm Order**. If there are any errors in your order, they will appear in red at the top of the page. Otherwise, ‘**Order Confirmed**’ will appear in red.

The order will show as ‘**Pending**’ under the **Current Reports section** and **Order Status** column.

### Current Reports

<table>
<thead>
<tr>
<th>Report ID</th>
<th>User</th>
<th>Submit Date</th>
<th>Order Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>pending</td>
</tr>
</tbody>
</table>

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**Check the Status of the VFC Vaccine Order**

1. Click on **VFC Inventory/Orders** in the center of the screen

### VFC Inventory / Orders

2. Go to the bottom section of the screen called **Current Reports**. The first line item listed is the most current order submitted. To view the status of the order, go to the end of that row, under the column **Order Status**.
The VFC Vaccine order process takes about 14 business days (possibly sooner during non-flu season).

3. Check the **Current Reports** screen **every few days** to view the following order statuses:

- **Pending**: About 1 business day
  - Order was successfully submitted

- **Sent to Distributor**: From 1 – 14 business days
  - VFC has approved and submitted order to distributor for processing

- **Partially Shipped/Complete**: From 1 – 14 business days
  - Distributor has shipped part of the order (order can now be tracked)

- **Shipped/Complete**: From 1 – 14 business days
  - Distributor has shipped the order (order can now be tracked)

When **Order Status** says ‘Partially Shipped/Complete’ or ‘Shipped/Complete’, you may track the vaccine shipment(s).

4. Click on the blue link under **Order Status** to view the order’s delivery information and to track the vaccine shipment.
Delivery carrier and tracking number information will be displayed for each vaccine that will be shipped. Go to the respective delivery carrier’s website and enter the tracking number to track that shipment.

Manage VFC Vaccines

*Add Vaccines

Occasionally, your ImmuNet Inventory module will not have a VFC vaccine lot that was sent to you. If you do not see a lot number for a vaccine you have on hand in your VFC Inventory Report when you attempt to place your order or when you are reporting an administered VFC vaccine to ImmuNet, click Cancel. You may also add your privately purchased vaccines to ImmuNet by following these steps:
1. Click on **Inventory and Ordering** and then **Manage Inventory**.

2. Click **View Inventory** and ensure that the missing lot number is not on the list shown. If it is on the list, but marked ‘Inactive’ under Lot Active, click on the **Trade Name**, set the Lot Active field to ‘Yes,’ click **Save**, and then complete your VFC Inventory Report.

   - If it is expired, you will not be able to add it as a new vaccination.
   - If it was administered before the expiration date, you can still enter the vaccination as ‘historical’.
   - Expired VFC vaccines should be reported to the VFC program using the VFC **Vaccine Return and Wastage Form**.
3. If the lot number is not on the list, click **Add Inventory**.
4. Add the Trade Name, Manufacturer, NDC, Lot Number, Expiration Date, and Quantity on Hand. The Lot Active field should be set to ‘Yes’ and for VFC vaccines the Funding Type should be set to ‘Public’.

5. Click Save.
6. To add any additional lot numbers, click **Add New**. Click **Cancel** to return to your inventory.

*VFC auto-shipment(s) of flu vaccine received must be manually added to your ImmuNet inventory module. Auto-shipment of flu information is NOT automatically uploaded into your inventory module.*

**Remove Vaccines**

Vaccines sent from VFC are automatically uploaded into your ImmuNet inventory module. Your active inventory may show vaccine lots that you’ve already used.

To remove them from your VFC inventory report:

1. Click on **Inventory and Ordering, Manage Inventory**.
2. Click **View Inventory**.

3. Click the **Select** checkbox to the left of the **Trade Name** for each lot number you want to remove. Click **Modify Quantity** (or click directly on the **blue Trade Name** link).
4. For each line, select ‘Subtract’ under **Action**, in **Amount** enter the number to be subtracted, select ‘**Error Correction**’ under **Reason**, and finally, click **Save**.

*To zero out inventory* - select ‘Subtract’ under **Action**, in **Amount** enter the **same number** that is displayed under **Inv on Hand**, select ‘**Error Correction**’ under **Reason**, and click **Save**.