# Instructions to Accept Vaccines for Children Program (VFC) Vaccine Orders in IRIS
## July 2013

**Accepting a VFC Vaccine Order in IRIS**

The following are updated instructions to accept Vaccines for Children Program (VFC) vaccine orders in IRIS. The change in the vaccine ordering process is due to Iowa's transition to a new vaccine management software system, VTrckS, and new data requirements associated with the system. If you have questions regarding vaccine ordering and vaccine order accepting process, call the IRIS Help Desk at 800-374-3958. If you maintain your private inventory in IRIS, the process for adding those vaccines will remain the same.

1. When your order is ready to be accepted, you will see a number in the Shipped column of the Order(s) line in the Vaccine Order/Transfer Notification table on your home page.

**Vaccine Order/Transfer Notification ...**

| Type | Shipped | Awaiting Return Shipment | Rejected |
|------|---------|--------------------------|----------|
| Order(s) | 3 | 0 | 0 |
| Transfer(s) | | No Transfer Notification | |

2. Click on the 'manage transfers' link under the Inventory section on the left menu panel:

**Inventory**
manage inventory
manage orders
manage transfers

3. On the Manage Transfers page, orders needing to be accepted will be listed in the 'Inbound Transfer' table. To begin accepting the order, click on the blue hyperlink under the Transfer ID column:

**Inbound Transfer**

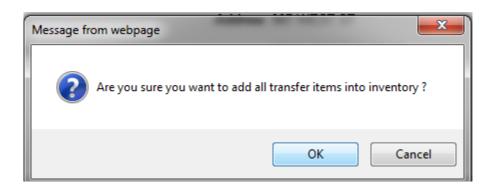| Create Date | Type | Transfer ID | Order ID | Sending Org | Receiving Org | Ship Date | Accept Date | Return Date |
|-------------|------|-------------|----------|-------------|---------------|-----------|-------------|-------------|
| 05/30/2013 | ORDER | 1221 | 1681 | Iowa Immunization Program | IRISINV | 05/30/2013 | | |
| 05/30/2013 | ORDER | 1220 | 1681 | Iowa Immunization Program | IRISINV | 05/30/2013 | | |
| 05/30/2013 | ORDER | 1219 | 1681 | Iowa Immunization Program | IRISINV | 05/30/2013 | | |

4. On the Receive Transfer page, information is displayed regarding the sending and receiving organization, vaccine information, including lot number, the amount of doses and the inventory action that will take place once you accept the order.  The action will inform you if it will create a new lot or merge with an existing lot number in inventory.

**Transfer Number  1221          Created on  05/30/2013**

| Sending Entity | | Receiving Entity | |
|---|---|---|---|
| *Organization* | Iowa Immunization Program | *Organization* | IRISINV |
| *Address* | 221 E 12 ST | *Address* | 987 WEST ST |
| | DES MOINES,IA 50319 | | IOWA FALLS,IA 88888 |
| *Contact* | SHELBY TOOZE | *Contact* | TWO ONE |
| *Phone #* | | *Phone #* | (555) 614-4444 |
| | | *Order #* | 1681 |
| *Ship Date* | 05/30/2013 | | |

**Transfer Vaccine Item**

| Vaccine Group | Trade Name | Lot Number | Inventory Action | Transfer Quantity | Order Line Number | Shipping Info |
|---|---|---|---|---|---|---|
| Td/Tdap - DTP/aP | Boostrix (58160-0842-99) | 997654 | Create New Lot | 40 | 003531 | FDX2 |

5. After reviewing the information, accept the order by clicking the 'Accept Transfer' button:

| Receive Transfer | Order ID  1681 |
|---|---|
| *Accept Entire Transfer....* | Accept Transfer |
| *Reject Entire Transfer....* | Reject Transfer |
| *Partially Accept Transfer....* | Partially Accept |
| *Return to the Previous Screen....* | Cancel |

6. A message will appear asking if you are sure you want to add the item(s) into your inventory. Click OK to continue:



7. You will see the message, 'Transfer Successfully Accepted'. The accepted vaccine will appear in organization's inventory. For non-inventory organizations, the order will not appear in your inventory:



8. Follow these steps to accept each vaccine in the order into the organization's inventory. Once you have accepted all parts of your order, the order status will display as 'Accepted' and will become a historical order.