

## Placing a Public Vaccine Order

### Getting Started

Before a user can place a public vaccine order in the NDIIS, the provider site must have submitted temperature logs for the previous month and must have completed their Inventory Reconciliation within the last 7 days.

- Submit temperature logs via email to [vaccine@nd.gov](mailto:vaccine@nd.gov).
- Detailed instructions on completing the public vaccine inventory **Reconciliation** are available on the [NDIIS Trainings](#) website.

### Adding a New Order

- 1.) To place a public vaccine order, click **Orders** from the **Ordering** drop down in the Main Menu.
- 2.) Click **Add New Order**.

The screenshot shows the NDIIS interface. On the left, a sidebar menu is open under the 'Ordering' dropdown, with 'Orders' selected. A blue arrow points from the 'Orders' menu item to the main content area. The main content area is titled 'Orders' and has two tabs: 'IN PROGRESS' (selected) and 'COMPLETED'. Below the tabs, there are two buttons: 'VIEW DETAIL' and '+ ADD NEW ORDER'. The '+ ADD NEW ORDER' button is highlighted with a red box. Below the buttons, there is a field for 'Last Inventory Reconciliation' with the date '1/22/2025'. At the bottom, there are 'FILTERS' and 'EXPORT' buttons. A blue speech bubble on the right contains the text: 'Users can view in progress and previously completed and submitted orders'.

3.) From the **Add New Order** page, click **Add Row** to begin adding immunizations to the order.

**Add New Order**

REVIEW & SUBMIT SAVE FOR LATER CANCEL

Last Inventory Reconciliation  
1/22/2025

**Provider**  
27 - Western Plains - Morton  
Mandan ND,

**Provider Primary Contact**  
Email:  
Phone:  
Fax:

+ ADD ROW EDIT ROW DELETE ROW

4.) In the **Select Product** pop-up, select the immunization from the **Vaccine Product** drop-down. The list of available products is based on the provider's assigned provider type, program enrollment (VFC, VFA, or both), and the [CDC vaccine contract](#).


⇒ The drop down will display the product:

- ◆ brand name
- ◆ manufacturer
- ◆ package quantity
- ◆ vaccine type
- ◆ NDC


⇒ Once a product is selected, additional information will populate in the table below the product name. This information is intended to help the user determine how many doses they need to order.

- ◆ Quantity on Hand - the total number of doses the provider has on hand for all lots of this vaccine type.
- ◆ Doses Admin: Last 30 days - the total number of doses of this vaccine type the provider site has given in the last 30 calendar days
- ◆ Doses Admin: Last 90 days - the total number of doses of this vaccine type the provider site has given in the last 90 calendar days
- ◆ Order Min - number of doses to order for the provider to have a 1-month supply on hand (based on quantity on hand and doses administered)
- ◆ Order Max - number of doses to order for the provider to have a 3-month supply on hand (based on quantity on hand and doses administered)

**Select Product**

Vaccine Product\*  
 VAXELIS - Vaxelis - MSP Vaccine Company - (partnership Merck and Sanofi Pasteur) - 10 pack - 1 dose... 



QUANTITY ON HAND	DOSES ADMIN: LAST 30 DAYS	DOSES ADMIN: LAST 90 DAYS	ORDER MIN	ORDER MAX
73	32	105	0	40

0 

Override Recommended Maximum

Total Quantity  
0

Comment

Additional product details are available by clicking the magnifying glass icon

5.) Enter the quantity to be ordered by typing an amount in the **Total Quantity** box or by using the blue slide bar. The slide bar allows the user to order up to the Order Max number of doses.

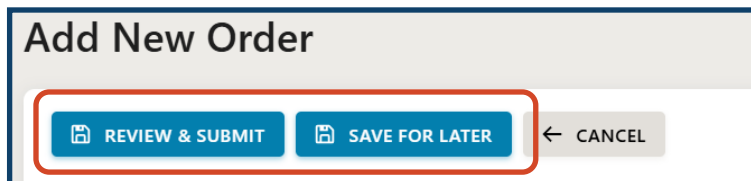
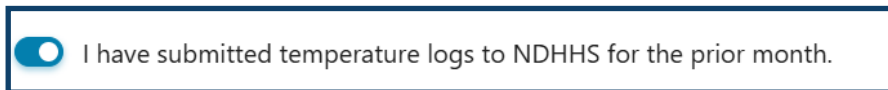
⇒ Users can choose to **Override Recommended Maximum** if more doses are needed. If ordering over the recommended maximum, the user must enter a descriptive comment letting the Immunization Unit know why the additional doses are needed. If the comment does not provide enough justification, the order could be held while the Immunization Unit follows up with the provider site.

6.) Once all required information has been entered, click **Add to Order**.

7.) Repeat steps 3-6 as necessary until all immunizations have been added to the order.

*Note: Users can save their in progress order by clicking **Save for Later**.*

8.) Users must acknowledge that they have submitted their temperature logs before the **Review & Submit** or **Save for Later** options are enabled.



9.) After clicking the **Review & Submit** button, users will be required to review and validate their provider site information.

- ⇒ If the information is correct, the user can select the enabled button and complete their order.
- ⇒ If changes are needed, the user should select **Edit Provider Information** and they will be taken to their provider site's program enrollment information where updates can be made. The in progress order will be saved while the edits are made.



10.) Users are able to **Submit** the **Order** to NDHHS for review and approval once their provider information is confirmed as correct.



*Note: Users will not be able to submit an order if their Temperature Logs are not current or if their Inventory Reconciliation has not been completed within the last 7 days.*

**Orders**

IN PROGRESS COMPLETED

VIEW DETAIL + ADD NEW ORDER

Last Inventory Reconciliation  
1/21/2025

⚠ Last Inventory Reconciliation greater than 7 days.

FILTERS EXPORT Search...

DOCUMENT NUMBER	CREATED DATE ↓	STATUS	STATUS REASON
100231	1/21/2025	Assigned to NDHHS	Temperature Log Review

Rows per page: 10 1-1 of 1

- ⇒ Saved orders will show **In Progress** with a status of *Saved by Provider*
- ⇒ Orders that have been submitted will show **In Progress** with a status of *Assigned to NDHHS*
- ⇒ Orders that have been approved by NDHHS but have not yet been submitted to CDC will show **In Progress** with a status of *Approved*
- ⇒ Approved orders that have been submitted to CDC will show as **Completed** with a status of *Accepted by CDC*

**Orders**

IN PROGRESS COMPLETED

VIEW DETAIL

FILTERS EXPORT Search...

DOCUMENT NUMBER	CREATED DATE ↓	STATUS	SHIPPING INFORMATION
100205	1/2/2025	Accepted by CDC	TRACK SHIPMENT(S)
100114	12/3/2024	Accepted by CDC	TRACK SHIPMENT(S)
100068	11/18/2024	Accepted by CDC	TRACK SHIPMENT(S)

- ⇒ The NDHHS receives immunization shipment files from CDC daily. If a completed order has shipment tracking information available, this can be viewed by clicking the **Track Shipment(s)** button.
- ⇒ Order details can be viewed and printed by selecting the order from the list and clicking **View Detail**.