Creating a Vaccine Order

1. Log onto the system using your username and password. Using the Navigation Menu, click on the Orders/Transfers tab and click Create/View Orders to show the Current Order/Transfer List.

2. Click the Create Order button, at the bottom right corner of the screen, to open the new order screen.

3. Review your vaccine delivery information (Delivery Address, Contact, Delivery Days and Times). **NOTE:** Notify the VFC program immediately if your delivery address is incorrect - Do not continue with your order. Update your clinic’s Contact Name, Delivery Days or Times if they have changed.

   Enter the following information:
   a. **Doses Used Last Month** - required for all products
   b. **Physical Inventory** - required for all products
   c. **Order Quantity** - required for products you want to order
   d. **Comments** - (if desired) used to notify your LHJ of things relating to your vaccine order quantity. Your LHJ may also add comments for you.

4. Double check your entries and click the Submit Order button to send the order to your LHJ. Once an order is submitted, it cannot be changed. Contact the VFC program immediately if you need to make changes.

For TennIIS assistance, contact the Helpdesk at: (844) 206-9927 Monday thru Friday 7AM to 6PM CDT or by email at: TennIIS.Help@tn.gov

The Helpdesk will be closed on all state holidays.
Things to Note:

- An error message will display if your order contains invalid entries. Correct the mistakes and re-submit.
- A dialogue box will open if your order is outside your assigned frequency, timing, or recommended order quantity. Select an Exception Comment from the dropdown menu and click the Submit button to continue.
- The Save Order button saves, but does NOT submit the order. Saved orders are listed in your Inbound Order screen and can be re-opened, deleted, or submitted at any time.
- The Cancel button cancels the order and it will no longer be listed in your Inbound Order screen. Nothing will be submitted or saved.

Receiving a Vaccine Order

Once vaccines physically arrive at your office, they must be received (added) to your inventory in the system. To prevent duplicate entries, do not manually add vaccines to your inventory when using the receive function.

1. Click on the Orders/Transfers tab. Click Create/View Orders, to show the list of your inbound orders.
2. Select the desired vaccine order you want to receive. **NOTE:** You can only receive orders that have a status of either Approved or Shipped.

3. Add all vaccine products to your inventory:

   i. Verify the accuracy of all lot numbers, expiration dates, and manufacturers. Update any missing or incorrect information.
   ii. Enter the Receipt Quantity for each vaccine shipped.
   iii. Click the Receive button.

If Your Shipment is Complete

1. Enter the Receipt Quantity and Rejected Quantity so that total doses equal the original order Shipped Quantity.
2. Reject the missing products by selecting “Shipment is incomplete” from the Reason for Rejecting drop down menu.

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Create, Submit, and Receive Vaccine Orders

3. Click the Receive button. The system updates your inventory with only the received doses. A new order number is created for the rejected vaccines. Order numbers are chronological and have the same date as the original order. Use this new order number to receive your vaccines when they arrive.

Frozen Vaccines

If your order contains frozen vaccines and your frozen vaccine has not arrived yet (frozen vaccines are typically shipped after non-frozen orders):

1. Add Receipt Quantity that arrived to your inventory.
2. Reject the frozen products by selecting “Shipment is Incomplete” from the Reason for Rejecting drop down menu.

3. Click the Receive button. The system updates your inventory with only the received doses. A new order number is created for the rejected frozen vaccine products. Order numbers are chronological and have the same date as the original order. Use this order number to receive your frozen vaccine order when those products arrive.

If your shipment arrives DAMAGED or SPOILED:

1. Accept and sign for the package from the shipper. Store vaccines in the proper storage unit. DO NOT receive the order.
2. Contact your LHJ immediately for return and replacement instructions.

Transferring Vaccines to another Organization

These steps can be used to transfer vaccine(s) to another organization/facility.

1. Using the navigation menu, click on the Orders/Transfers tab and then click on Create/View Orders to show the Current Order/Transfer List.
2. Click on the Create Transfer button.
3. Select the organization/facility you wish to send the vaccine to, from the drop down list.

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4. Find the vaccine and lot number in the list.

5. Enter the number of doses you wish to transfer. There is no need in entering zeroes in the blank quantity fields.

6. Click **Create Transfer**  
**NOTE:** The Immunization Program will approve all transfers.

Receiving Transferred Vaccines

Receiving transferred vaccines from another organization is much like receiving inventory from an online order.

1. Using the navigation menu, click on the **Orders/Transfers** tab and then click on **Create/View Orders** to show the Current Order/Transfer List.

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