

Welcome to ImmuNet!

By referring to the **VFC Vaccine Inventory Ordering Quick Reference Guide**, ImmuNet users with Admin User and Vax Inv Order User roles will be able to:

- [Find your VFC PIN](#)
- [Order VFC Vaccines](#)
- [Order VFC Specialty and Flu Vaccines](#)
- [Check the Status of the VFC Vaccine Order](#)
- [Manage VFC Vaccine Inventory](#)
  - [Add Vaccines](#)
  - [Subtract Vaccines](#)
- [Reporting Administered Doses](#)

## Find your VFC PIN

Click on **'VFC Inventory/Orders'** then click **'Create and View Orders'**, your VFC PIN number (Provider PIN) is in the middle of the page.

**Create and View Orders**

<b>VFC Profile</b>	<b>Status: Active</b>	
<b>Provider Pin:</b> 1234	<b>Initiating Organization:</b> ABC Clinic	<a href="#">Edit VFC Profile</a>
<b>Initiating User:</b> Sample User	<b>Delivery Contact Last Name:</b> User	<a href="#">Enter Inventory</a>
<b>Delivery Contact First Name:</b> Admin	<b>Delivery Contact Middle Name:</b>	<a href="#">Order Specialty/Flu Vaccines</a>
<b>Delivery Address Line 1:</b> 1234 Main St		<a href="#">VFC Enrollment Survey</a>

As best practice, ensure that **Delivery Window #1** and **Delivery Window #2** in your VFC Profile are correct before submitting your inventory. This section is where you confirm your open hours, which allows you to allot time for a lunch hour during which you are not available to receive vaccine deliveries.

**Delivery/Primary Contact Information**

\* Delivery Contact First Name: Admin

\* Delivery Contact Last Name: User

Delivery Contact Middle Name:

\* Delivery Address Line 1: 1234 Main St

Delivery Address Line 2:

\* Delivery City: Baltimore      Delivery State: MD

\* Delivery Zip: 21201      +4:      \* Delivery County: Baltimore County

\* Delivery Phone: 410 555 5555 Ext.      Delivery Fax:

\* Delivery Alternative Phone: 410 555 5555

\* Delivery Email - limited to 35 characters:  
test@test.com

Email Verified (This box will be auto checked when email is verified by the recipient)

Note: After clicking Save, an automated email will be sent to all the email address(es) added in this profile. Each email recipient must check their emails and click the verification link. Once all the emails are verified, the staff completing this profile will receive an email and may submit the profile for state review.

*Delivery Window #1:		Delivery Window #2:	
Monday:	08:00 to 12:00	Monday:	13:00 to 17:00
Tuesday:	08:00 to 12:00	Tuesday:	to
Wednesday:	08:00 to 12:00	Wednesday:	12:30 to 16:30
Thursday:	08:30 to 12:30	Thursday:	to
Friday:	09:00 to 13:00	Friday:	12:30 to 16:30
Saturday:	to	Saturday:	to
Sunday:	to	Sunday:	to

NOTE: Delivery window must be between 8 AM and 7 PM with a required minimum 4-hour block of time.

\*Certificate of VFC Training [Choose File](#) No file chosen [Upload](#)

Note: Acceptable file formats are PDF, JPG, and PNG (no special characters in file title - #,!,% etc.). Upload certificate(s) for the RMP in this section only.

If you need to update any information such as 'Delivery Contact Person' and 'Back-Up Contact Person', click 'Edit VFC Profile', change the information and then click 'Save'.

Edit VFC Profile

To edit any other information in the VFC Profile such as **Mailing Address**, please contact the [VFC Contact Center](#).

## Order VFC Vaccines

To order VFC Vaccines:

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

VFC Inventory / Orders

on the left menu click 'Inventory and Ordering', then 'Create and View Orders', and 'Enter Inventory'.



2. Right-click directly on the form and click 'Print' to print a blank form to list inventory of the VFC vaccines on hand.

Grantee Code: MDA		Provider Pin: PINIR1		Inventory Date: 10/14/2016		
#	Trade Name/Description	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	Acel-Imune	12121-1222-12	PED	jkko	01/01/2020	
2	ActHib	49281-0545-05	PED	999999	01/01/2020	
3	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	
4	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	
5	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	
6	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	
7	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	
8	IPOL	49281-0860-10	PED	98765	12/31/2020	
9	Prevnar 13	00005-1971-02	PED	Test123	04/22/2025	

**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.**

- On the **Provider Inventory Data** screen, enter 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).
- Click **Submit Inventory**.

**Provider Inventory Data**

Please enter the number of VFC doses remaining in your organization's inventory as of today's date. If your organization has used up all doses for a lot number below, please enter a "0".

Note: Only VFC, non-expired inventory lots with a quantity of 1 dose or higher and an inventory date in the ImmuNet inventory module will display in the table below.

Once you have completed your organization's data entry, select the Submit Inventory button. The VFC Program will then place a vaccine order on your organization's behalf.

Grantee Code: MDA      Provider Pin: PINIR1      Inventory Date: 10/14/2016

#	Trade Name/Description	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	AceImmune	12121-1222-12	PED	jkko	01/01/2020	
2	ActHib	49281-0545-05	PED	999999	01/01/2020	
3	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	
4	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	
5	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	
6	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	
7	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	
8	IPOL	49281-0860-10	PED	98765	12/31/2020	
9	Prevnar 13	00005-1971-02	PED	Test123	04/22/2025	

Submit Inventory  
Cancel

The order will show as "Pending" under **Order Status** on the **Current Reports** section.

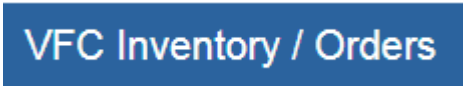
Report ID	User	Submit Date	Order Status
<a href="#">10202000</a>	Vax Inv Order User	09/23/2024	Pending

**Important Notes:**

- Your ImmuNet log in will time out after 15 minutes of inactivity.
- For vaccines that are wasted, spoiled, or expired, please use the online [Vaccine Return and Wastage Form](#).
- If you do not see a lot number you have on hand under your VFC Inventory Report, press **Cancel** then enter the vaccines into your ImmuNet inventory following the steps to add inventory. You can re-enter your inventory after successfully adding your missing vaccines on hand.

# Order VFC Specialty and Flu Vaccines

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



on the left menu, click 'Inventory and Ordering', then 'Create and View Orders', and '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

Dose order limit for Comirnaty is 1900  
Dose order limit for Janssen COVID-19 Vaccine is 1900  
Dose order limit for Pfizer COVID-19 12+ is 1000  
Dose order limit for Pfizer COVID-19 5-11 is 1900  
Dose order limit for Pfizer COVID-19 6m-4 is 1900

Grantee Code: MDA      Provider Pin:

Organization Name:

Inventory Date: 02/24/2023

Is this a priority Order?     yes     no      If yes, select Priority Reason:

Confirm Order  
Cancel

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.

Specialty Trade Name/Mfr/Description	NDC	Inventory Quantity (in doses)	Ordering Intention	Funding Type	Package Quantity	Order Quantity (in doses)
<b>Comirnaty</b> Pfizer, Inc. (including Wyeth-Ayerst) 6 Dose Vial	59267-1000-02	<input type="text"/>	ADU	PAN	1170	<input type="text" value="0"/>

<b>Ixiaro</b> Intercell Biomedical Ltd 1 Dose Vial	42515-0001-01	<input type="text"/>	PED		10	<input type="text" value="0"/>
<b>Janssen COVID-19 Vaccine</b> Janssen Products, LP 5 Dose Vial	59676-0580-15	<input type="text"/>	ADU		100	<input type="text" value="0"/>
<b>Pfizer COVID-19 12+</b> Pfizer, Inc. (including Wyeth-Ayerst) 6 Dose Vial	59267-1025-04	<input type="text"/>	PED		60	<input type="text" value="0"/>
<b>Pfizer COVID-19 5-11</b> Pfizer, Inc. (including Wyeth-Ayerst) 10 Dose Vial	59267-1055-04	<input type="text"/>	PED		100	<input type="text" value="0"/>
<b>Pfizer COVID-19 6m-4</b> Pfizer, Inc. (including Wyeth-Ayerst) 10 Dose Vial	59267-0078-04	<input type="text"/>	ADU		100	<input type="text" value="0"/>
<b>Pneumovax 23</b> Merck & Co, Inc. 1 Dose Syringe	00006-4837-03	<input type="text"/>	PED		10	<input type="text" value="0"/>
<b>Pneumovax 23</b> Merck & Co, Inc. 1 Dose Vial	00006-4943-00	<input type="text"/>	ADU		10	<input type="text" value="0"/>
<b>Pneumovax 23</b> Merck & Co, Inc. 1 Dose Vial	00006-4943-00	<input type="text"/>	PED		10	<input type="text" value="0"/>
<b>Priorix</b> GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) 1 Dose Vial	58160-0824-15	<input type="text"/>	ADU		1	<input type="text" value="0"/>
<b>Priorix</b> GlaxoSmithKline (SmithKline Beecham and Glaxo Wellcome) 1 Dose Vial	58160-0824-15	<input type="text"/>	PED		1	<input type="text" value="0"/>

<b>Varivax</b> Merck & Co, Inc. 1 Dose Vial	00006-4826-00	<input type="text"/>	ADU		1	<input type="text" value="0"/>
<b>Varivax</b> Merck & Co, Inc. 1 Dose Vial	00006-4826-01	<input type="text"/>	PED		5	<input type="text" value="0"/>
<b>VAXNEUVANCE</b> Merck & Co, Inc. 1 Dose Vial	00006-4329-02	<input type="text"/>	ADU		1	<input type="text" value="0"/>
<b>VAXNEUVANCE</b> Merck & Co, Inc. 1 Dose Vial	00006-4329-02	<input type="text"/>	PED		1	<input type="text" value="0"/>

<i>Single Dose</i> <i>Trade Name/Mfr/Description</i>	<i>NDC</i>	<i>Inventory</i> <i>Quantity</i> <i>(in doses)</i>	<i>Ordering</i> <i>Intention</i>	<i>Funding</i> <i>Type</i>	<i>Package</i> <i>Quantity</i>	<i>Order</i> <i>Quantity</i> <i>(in doses)</i>
<b>Zostavax</b> Merck & Co, Inc. 1 Dose Vial	00006-4963-41	<input type="text"/>	ADU	317	10	<input type="text" value="0"/>

<i>Flu</i> <i>Trade Name/Mfr/Description</i>	<i>NDC</i>	<i>Inventory</i> <i>Quantity</i> <i>(in doses)</i>	<i>Ordering</i> <i>Intention</i>	<i>Funding</i> <i>Type</i>	<i>Package</i> <i>Quantity</i>	<i>Order</i> <i>Quantity</i> <i>(in doses)</i>
<b>Flu-Mist</b> Medimmune, Inc. 1 Dose Sprayer (Intranasal)	66019-0110-10	<input type="text"/>	PED		10	<input type="text" value="0"/>
<b>Fluzone</b> Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 10 Dose Vial	49281-0390-15	<input type="text"/>	ADU		10	<input type="text" value="0"/>
<b>Fluzone</b> Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 10 Dose Vial	49281-0390-15	<input type="text"/>	PED		10	<input type="text" value="0"/>

**\* Justification Statement:**

Please enter Justification Statement, why this order is needed.  
Click Confirm Order, once you have completed inventory, order, and Justification entries.

- Fill out each **Inventory Quantity** and **Order Quantity** section, even if you are not ordering from one of the sections. The order quantity will default to '0', but a number in the **Inventory Quantity** column for each row is required.
  - 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.

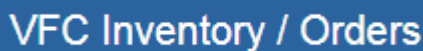
- Enter a brief explanation in the **Justification Statement** box at the bottom of the form.
- Click **Confirm Order**. If there are any errors in your order, they will appear in **red** at the top of the page. Otherwise, a red message '**Order Confirmed**' will appear.

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

Current Reports			
Report ID	User	Submit Date	Order Status
<a href="#">10202000</a>	Vax Inv Order User	09/23/2024	<b>Pending</b>

## Check the Status of the VFC Vaccine Order

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



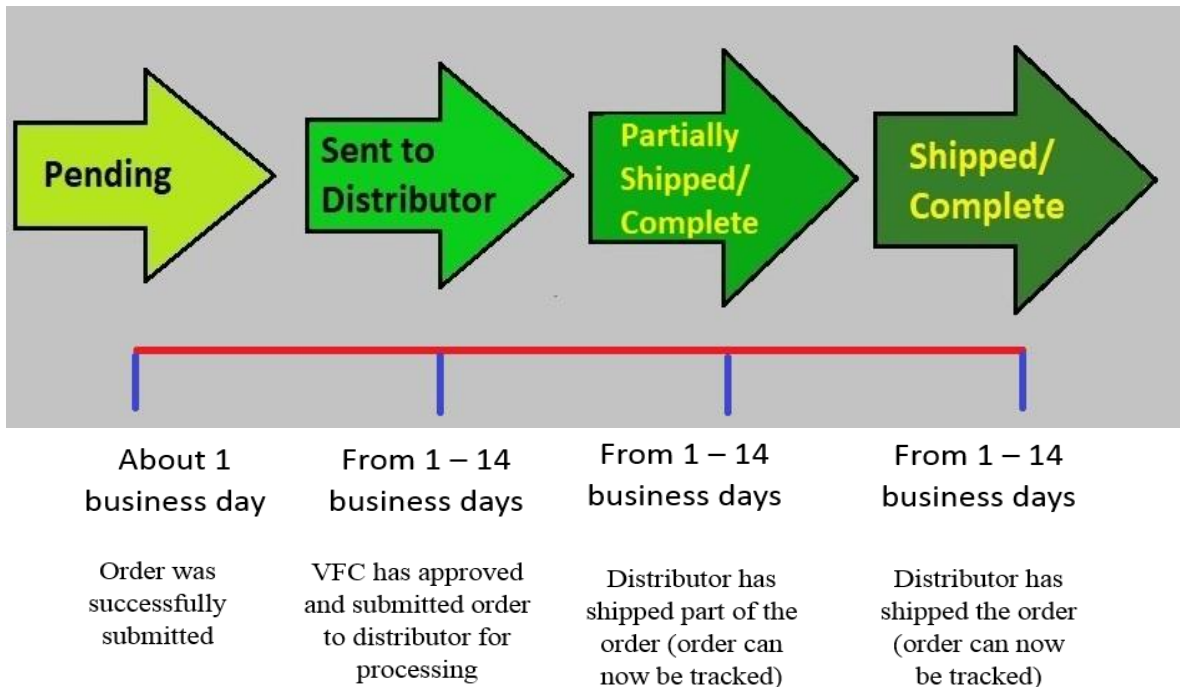
- Scroll down to the **Current Reports** section. The column '**Order Status**' displays the updated status of your order.

Current Reports			
Report ID	User	Submit Date	Order Status
<a href="#">10201996</a>	Vax Inv Order User	09/26/2024	Sent to Distributor
<a href="#">10201525</a>	Admin User	09/23/2024	Sent to Distributor-SPC

The VFC Vaccine order process takes about 14 business days (possibly sooner during non-flu season).

Note: '**SPC**' under order status indicates a Specialty/Flu vaccine order.

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



When the **Order Status** is '**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.

**Current Reports**

Report ID	User	Submit Date	Order Status
<a href="#">10202001</a>	Vax Inv Order User	09/09/2024	<a href="#">Shipped/Complete</a>

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.

Shipment Tracking Information Order ID: 10130845

Grantee Code: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Provider Pin: \_\_\_\_\_

Is this a Priority Order:  Yes  No

If yes, select Priority Reason: \_\_\_\_\_

Order Date/Time: 01/23/2019 / 11:18 Cancel

Order Line Item	Trade Name/Description	NDC	Order Quantity (in doses)		
1	Boostrix 1 Dose TL Syringe No Needle	58160-0842-52	5		
	Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)
	Boostrix 1 Dose TL Syringe No Needle	58160-0842-52	FDX1	795168083725	10

## Manage VFC Vaccine Inventory

### 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'** then **'Manage Inventory'**. 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.



Training AWS Region 38.4.0  
.....

Patients  
Organization Reports  
**Inventory and Ordering**  
    > Create and View Orders  
    **Manage Inventory >**  
    > Manage Transfers  
    > Transfer Shipping Documents  
Data File Loading  
Manage Org Selections

**Manage Inventory**

Show Inventory for Sites... View Inventory

Show Transactions for Sites... Show Transactions

Update Inventory Alerts... Update Alert Prefs

Return to the Previous Screen... Cancel

**Inventory Alerts**

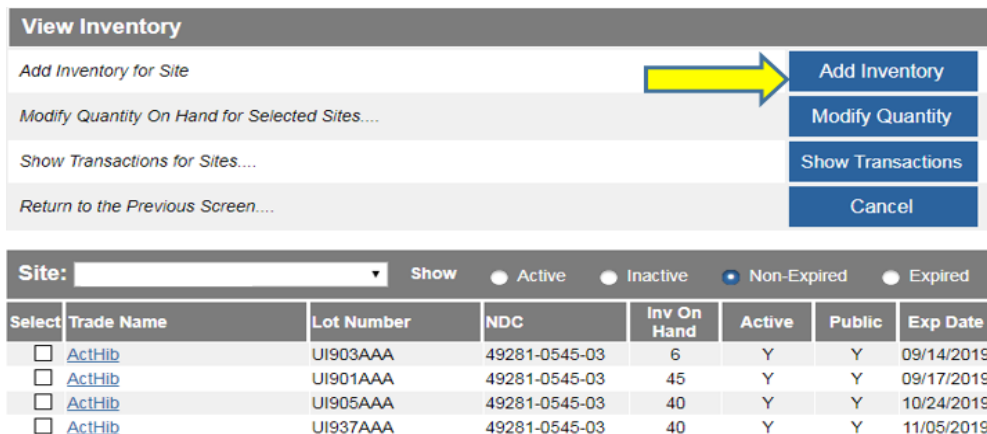
Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected

Please note:

- If the vaccine 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](#).

2. If the lot number is not on the list, click **Add Inventory**.



**View Inventory**

Add Inventory for Site Add Inventory

Modify Quantity On Hand for Selected Sites... Modify Quantity

Show Transactions for Sites... Show Transactions

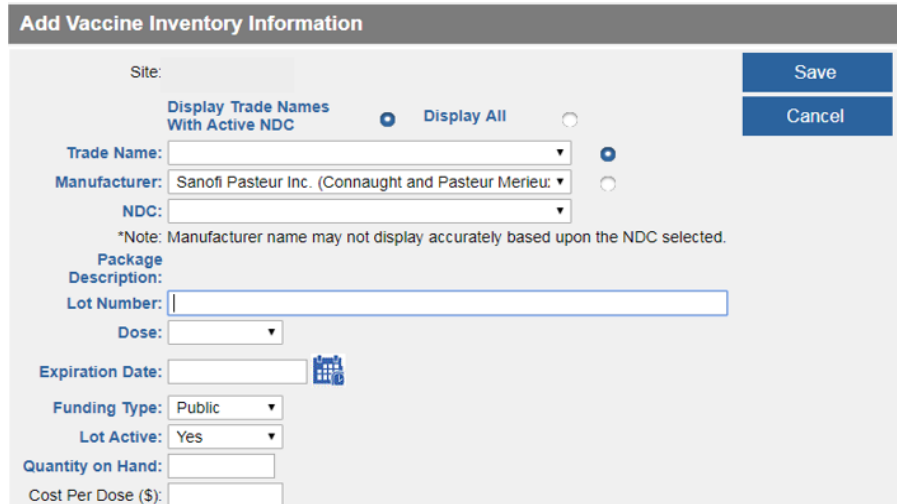
Return to the Previous Screen... Cancel

Site:  Show  Active  Inactive  Non-Expired  Expired

Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">ActHib</a>	UI903AAA	49281-0545-03	6	Y	Y	09/14/2019
<input type="checkbox"/>	<a href="#">ActHib</a>	UI901AAA	49281-0545-03	45	Y	Y	09/17/2019
<input type="checkbox"/>	<a href="#">ActHib</a>	UI905AAA	49281-0545-03	40	Y	Y	10/24/2019
<input type="checkbox"/>	<a href="#">ActHib</a>	UI937AAA	49281-0545-03	40	Y	Y	11/05/2019



3. 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'.
4. Click **Save**.



**Add Vaccine Inventory Information**

Site:

Display Trade Names With Active NDC  Display All

Trade Name:

Manufacturer: Sanofi Pasteur Inc. (Connaught and Pasteur Merieu)


NDC:

\*Note: Manufacturer name may not display accurately based upon the NDC selected.

Package Description:

Lot Number:

Dose:

Expiration Date:  

Funding Type: Public

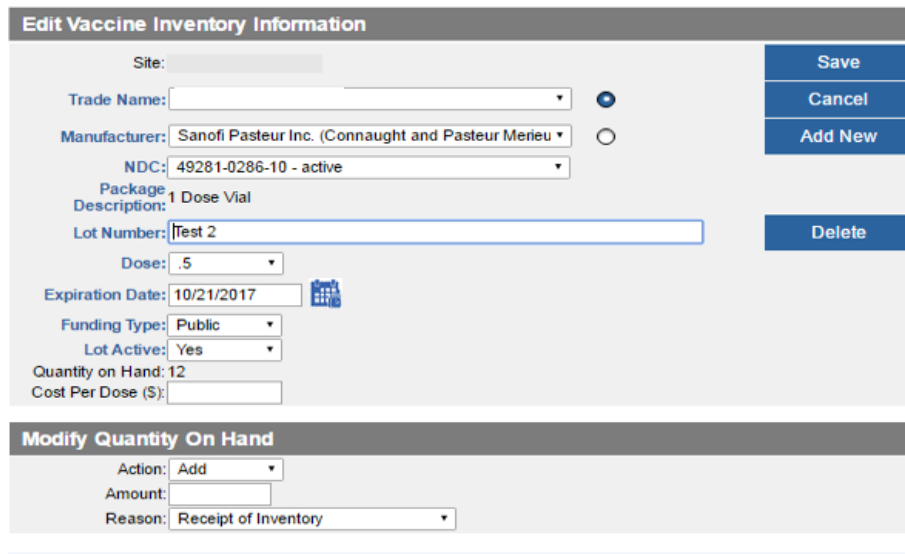
Lot Active: Yes

Quantity on Hand:

Cost Per Dose (\$):

Save  
Cancel

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



**Edit Vaccine Inventory Information**

Site:

Trade Name:


Manufacturer: Sanofi Pasteur Inc. (Connaught and Pasteur Merieu)

NDC: 49281-0286-10 - active

Package Description: 1 Dose Vial

Lot Number: Test 2

Dose: .5

Expiration Date: 10/21/2017 

Funding Type: Public

Lot Active: Yes

Quantity on Hand: 12

Cost Per Dose (\$):

Save  
Cancel  
Add New  
Delete

**Modify Quantity On Hand**

Action: Add

Amount:

Reason: Receipt of 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.**

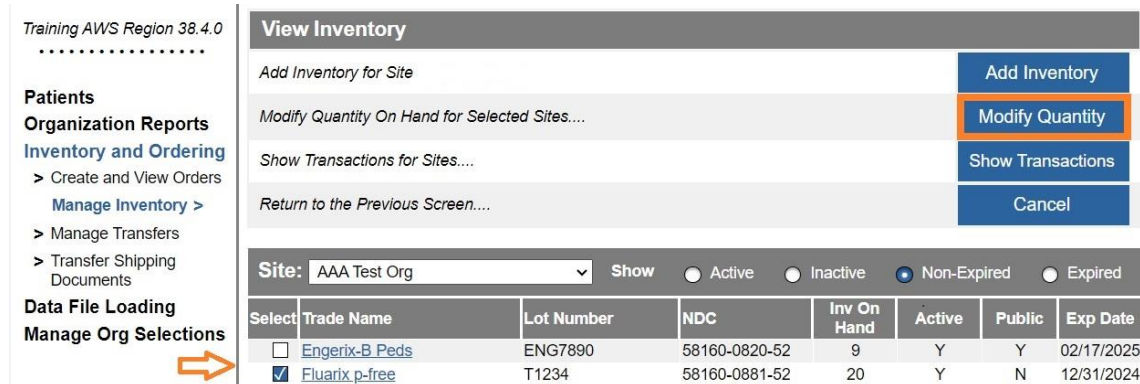
## Subtract Vaccines

Vaccines sent from VFC are automatically uploaded into your ImmuNet inventory module. If your active inventory show vaccine lots that you already administered, you can remove them from your VFC inventory report by following below:

1. On the left menu, click on 'Inventory and Ordering', 'Manage Inventory', then 'View Inventory'.

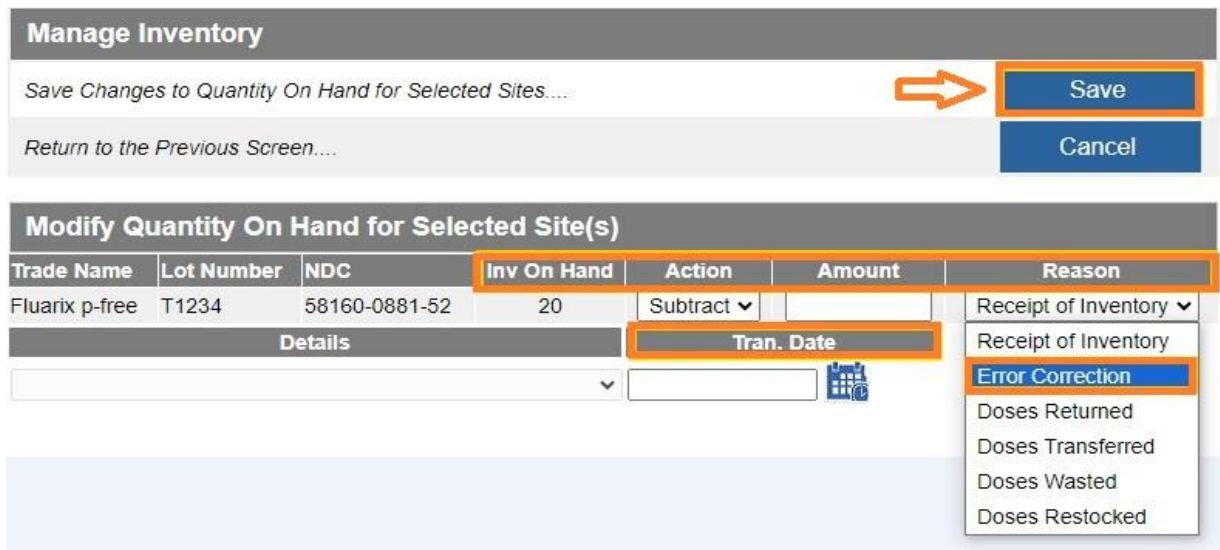


2. Check the **Select** box to the left of the **Trade Name** for each lot number you want to remove or modify. Click **Modify Quantity** (or click directly on the **blue Trade Name** link).



Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	Engerix-B Peds	ENG7890	58160-0820-52	9	Y	Y	02/17/2025
<input checked="" type="checkbox"/>	Fluarix p-free	T1234	58160-0881-52	20	Y	N	12/31/2024

3. For each line, select 'Subtract' under **Action**, under 'Amount' enter the number to be subtracted, select 'Error Correction' under **Reason**, enter 'Transaction Date' and finally, click **Save**.



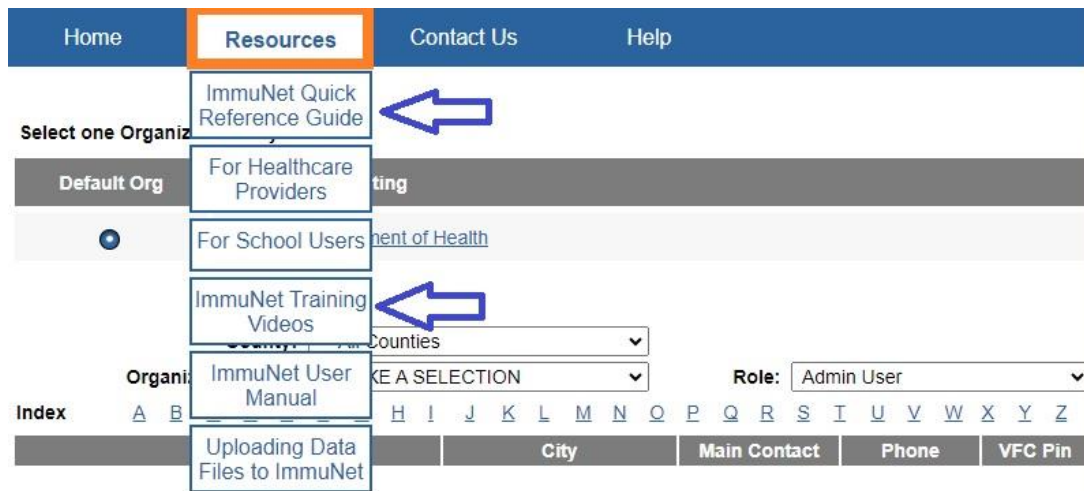
Trade Name	Lot Number	NDC	Inv On Hand	Action	Amount	Reason
Fluarix p-free	T1234	58160-0881-52	20	Subtract		Receipt of Inventory

**\*To zero out inventory** – select **'Subtract'** under **'Action'**, enter the *same number* of doses under **'Amount'**, enter **'Transaction Date'**, select **'Error Correction'** under **'Reason'** then click **'Save'**.

## Reporting Administered Doses

Once you receive your shipment and start administering the vaccines, you will need to report administered doses under the same Organization ID that you place your orders, in order for ImmuNet's Decrement Inventory functionality to work correctly. Please refer to our [reporting webpage](#) for more information.

To learn how to navigate ImmuNet, click on **'Resources'** then click [ImmuNet Quick Reference Guide](#) and [ImmuNet Training Videos](#).



Contact **ImmuNet Support** ([here](#)) with any questions.