VIMS: ORDER REQUESTS

NUTS AND BOLTS

An Order Request includes delivery-related fields and a list of all vaccines in your practice’s ordering catalog. The composition of the catalog is informed by the population(s) you serve; your ability to store frozen vaccine, and the annual Vaccine Brand Choice survey.

An Order Request will not open unless a Reconcile Request has been submitted for your practice within the last seven days.

REQUIRED FIELDS

- Shipping Info
- Delivery Hours
- Vaccine Coordinator
  - Email Address
- Backup Vax Coordinator
  - Email Address
- Order # Doses - You must enter a value on every line in this column. Express your request in number of doses rather than number of boxes. For any vaccines you do not wish to order, enter “0” in this column.

In the Order Request header, you are required to answer yes or no in the drop down next to each of these fields. Answer “yes” if the information has changed. Answer “No” if there are no updates. You can provide change details in the Practice Comments field or contact the Immunization Program.

Once you have filled in all of the required fields, place your order by clicking Submit Order.