VIMS: Order Request
Flu Only

Flu-only orders provide a faster process to keep up with the demands presented during flu season. Before placing the first flu vaccine only order, practices must reconcile all their vaccines. For all subsequent flu-only orders, practices need to only reconcile their flu inventory.

A flu only reconciliation must be submitted within 48 hours before a flu only order is placed. If a reconcile request is not completed in that timeframe, the system will display a reminder. Vaccines cannot be ordered until the reconciliation is submitted.

Select Order from the left menu. Two options will appear: All Vaccine Order or Flu-Only Order. By selecting the Flu-Only Order, VIMS will display a new Order Request form unless a draft was saved, but not submitted previously.

In the Order Request heading section, you are required to answer yes or no in the following fields:
- Shipping Info Changes?
- Delivery Hours Changes?
- Vaccine Coordinator Changes to Info?

You can provide change details in the Practice Comments field or contact the Immunization Program.

Moving down the page, enter desired quantities, including zero, for each line in the Order # Doses. Express your request in number of doses rather than packages. For example, if you want to order 1 box containing 10 single dose vials, request 10 doses. Once all order quantities and required heading fields are complete, select Submit Order for review and approval by the Immunization Program.

The Order Increment value is the number of vials in one package. Please order in multiples of the order increment, so packages do not have to be split up (i.e. If the order increment is 10, order 20 or 30, not 25).