



Review Rejected Order and Resubmit

1. Login into system
 - a. Make sure you are logged into the correct provider/clinic
2. Click Inventory
3. Click Vaccines
4. Click Vaccine Orders
 - a. Make sure the order date range is appropriate for order you wish to review or select Rejected from the Order Status and click Search
5. Find the rejected vaccine order and click the corresponding View button
6. Review VFC Program comments for the reason the order was rejected
7. To delete a vaccine from the order click the Red X next to that vaccine
8. To add a vaccine begin typing the vaccine name
9. Select the appropriate vaccine from the list
10. Enter the quantity of packages to order
11. Click Add to Order
12. Check that the Total Doses and Total Cost are appropriate
13. Add comments
14. Click update to save the order
15. Click the arrow next to update
16. Select Submit to VFC Program
17. Success message will display
18. Click cancel to return to the previous screen
19. Order status will change to Submitted for Approval, once approved by the VFC program the order status will change to Approved