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## WHAT DOES IT MEAN TO ‘PREBOOK’ for Influenza “Flu”?

Beginning with the 2025-2026 influenza season the NYS Vaccine Program will be requiring enrolled providers to prebook all Vaccines for Children (VFC) and Vaccines for Adults (VFA) flu vaccine.

Prebooking influenza is a process in NYSIIS where providers reserve doses for the upcoming season. Prebooks placed in NYSIIS will replace traditional ordering for influenza vaccine. The prebook will be used to send doses to you as we receive supply at the McKesson distribution warehouse.

## FIRST STEPS

Prebooking flu vaccine is performed in NYSIIS. Users must have valid HCS and NYSIIS accounts and have taken NYSIIS training prior to accessing this functionality.

## ACCESSING NYSIIS

Access NYSIIS via the Department’s Health Commerce System (HCS) Enter the Web Address:

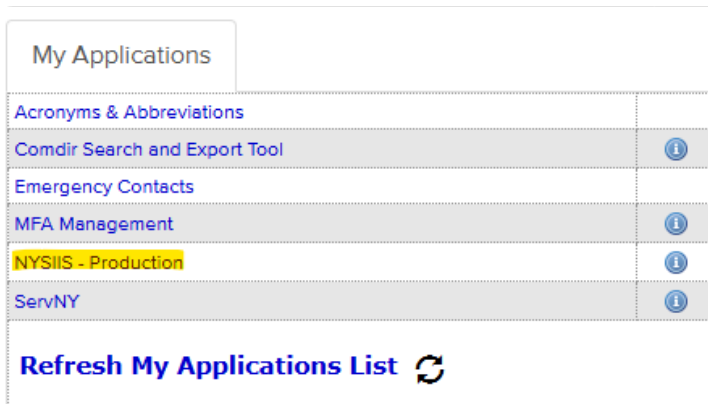
<https://commerce.health.state.ny.us>

Log in to the HCS Portal with your unique ID and password.

**Note:** First time users must add the NYSIIS application to the My Applications section of the HCS Portal. This only needs to be added once and will remain in My Applications for all future access.

- From the top navigational bar, click on My Content then select All Applications.
- Click on the letter “N” and scroll down to locate NYSIIS - Production.
- Click on the green plus sign (+) to the far right.
- The application will automatically appear on the left side bar under My Applications.

From the HCS Homepage, click on NYSIIS – Production in your My Applications panel.



## IMPORTANT DATES FOR 2025-26

<i>Flu Prebook Open</i>	<i>June 30<sup>th</sup> 2025 to June 30<sup>th</sup> 2026</i>
<i>Allocations</i>	<i>Weekly on Tuesdays (beginning 10/14/2025)</i>
<i>Days to accept after allocation</i>	<i>7 days before doses are automatically declined</i>

# CREATE PREBOOKING

- Inventory
- manage inventory
- inventory not deducted
- inv not deducted report
- check not deduct status
- manage orders
- manage transfers
- record temp log
- manage campaigns
- manual orders
- manage ndc
- manage returns and wastage
- vaccine loss report
- vaccine loss status
- manage allocation
- create prebooking**
- manage prebooking

1. On the left side menu panel under the Inventory heading, click on Create Prebooking. This prebooking screen will display your Vaccine Program PIN, organization contact info and delivery hours.

2. Select *FLU PREBOOK 2025-26* in the “Event” drop down.

3. Select a campaign in the “Campaign” drop down. You will only have one option depending on whether you are a VFC or VFA provider.

*If you do not think you have the correct campaign for your enrollment type (i.e. you are a VFA provider and have “Flu\_Prebook\_Pediatric”), please stop and reach out to [nyvfc@health.ny.gov](mailto:nyvfc@health.ny.gov).*

4. Once you have selected both “Event” and “Campaign” vaccines available to prebook will display in the table below.
5. In the “# Doses to Prebook” column, enter the number of doses of each brand your location wants to **receive in the next allocation**.
6. Once you’ve selected all doses you want to request for the campaign, click the Submit Prebook Request button.

organization Brian's Clinic - 00007 • user Kiersten Westbrook • role Admin User (Provider)

**Create Prebook Request**

Vaccine Program PIN:	00007	Delivery Contact:	Brian Davidson	<input type="button" value="Submit Prebook Request"/>
Initiating Organization:	Brian's Clinic - 00007	Delivery Address:	123 Anywhere drive ALBANY, NY 12084	<input type="button" value="Prebook Request Status"/>
Initiating User:	Kiersten Westbrook			<input type="button" value="Cancel"/>
Org Phone:	(501)513-3300	Delivery Days/Hours:		
Org Fax:	(501)513-3302	Mon	9:00AM-2:00PM	
Request Date:	05/27/2025	Tues	9:00AM-5:00PM	
		Wed	9:00AM-5:00PM	
		Thurs	9:00AM-5:00PM	
		Fri	12:00PM-2:00PM	
		<b>Delivery Instructions</b>		

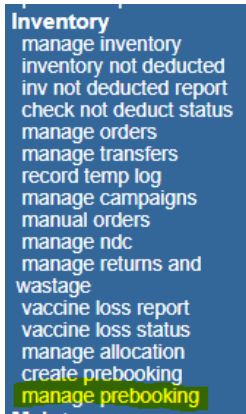
Event Flu Prebook 2025-26 Campaign Flu\_Prebook\_Pediatric

Trade Name	Packaging Description	Manufacturer	Intent	Prior Year Prebooked	Prior Year Shipped	Prior Season Admin	Prior Season Wasted /Returned	Suggested Order Qty	Min Order Qty	Doses on Hand	# Doses to Prebook
Afluria PF Trivalent	25-26 AFLURIA (inactivated) (36 months+) syringe	CSL Behring, In(CSL)	Prebook-Ped	0	0	0	0	0	10	0	<input style="width: 40px;" type="text"/>
Flu-Mist Trivalent	25-26 FLUMIST (Live, Intranasal) (2-49 years)	Medimmune, Inc. (MED)	Prebook-Ped	0	0	0	0	0	10	0	<input style="width: 40px;" type="text"/>
Fluarix PF Trivalent	25-26 FLUARIX (inactivated) (6 months+) syringe	GlaxoSmithKline(SKB)	Prebook-Ped	0	0	0	0	0	10	0	<input style="width: 40px;" type="text"/>
Flucelvax PF Trivalent	25-26 FLUCELVAX (inactivated) (6 months+) syringe	Novartis Pharma(NOV)	Prebook-Ped	0	0	0	0	0	10	0	<input style="width: 40px;" type="text"/>
Flulaval PF Trivalent	25-26 FLULAVAL (inactivated) (6 months+) syringe	GlaxoSmithKline(SKB)	Prebook-Ped	0	0	0	0	0	10	0	<input style="width: 40px;" type="text"/>
Fluzone PF Trivalent	25-26 FLUZONE (inactivated) (6 months+) syringe	Sanofi Pasteur(PMC)	Prebook-Ped	0	0	0	0	0	10	0	<input style="width: 40px;" type="text"/>

7. You will be redirected to the *Prebook Request Status* page, which will show you the number of doses you have prebooked.
8. As we near the beginning of Flu Season (generally mid-August) you will need to watch your email carefully for a notification of when the distribution of doses will begin. **You will need to take action once doses have been allocated to you in order to receive a shipment of vaccine.** (See Accepting Allocated Vaccine Below)

# ACCEPTING ALLOCATED VACCINE

1. On the left side menu panel under the Inventory heading, click on Manage Prebooking.



2. Select *FLU PREBOOK 2025-26* in the “Event” drop down.
3. The Prebook Request Screen will display a listing of doses you prebooked for this season, along with the status of those requests (*See: Glossary for explanation of statuses*).
4. If doses have been allocated to you, they will appear in the “Available Now” column.
5. Select vaccine by clicking the checkbox on the Select column and then click the “Request or Deny Vaccine” button.

organization Brian's Clinic - 00007 • user Kiersten Westbrook • role Admin User (Provider)

**Prebook Request Status**

Take doses from current vaccine allocation... **Request or Deny Vaccine**

Change previously Prebooked vaccine amounts... Edit Prebook Request

Return to Home page... Cancel

**Prebook Request List**

Event **Flu Prebook 2025-26**

Select	Trade Name	Packaging	Manufacturer	Intent	Campaign	Initiating User	Prebook Date	Prebook Status	Total Prebooked	Total Allocated	Total Requested	Declined and Returned to Pool	Doses on Hand	Available Now
<input type="checkbox"/>	Afluria PF Trivalent	25-26 (inactivated) (36 months+) syringe	CSL Behring, In(CSL)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Prebooked	100	50	0	0	0	50
<input type="checkbox"/>	Flu-Mist Trivalent	25-26 (Live, Intranasal) (2-49 years)	Medimmune, Inc. (MED)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Prebooked	500	20	0	0	0	20
<input type="checkbox"/>	Fluarix PF Trivalent	25-26 (inactivated) (6 months+) syringe	GlaxoSmithKline(SKBI)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Prebooked	20	0	0	0	0	0
<input type="checkbox"/>	Flucelvax PF Trivalent	25-26 (inactivated) (6 months+) syringe	Novartis Pharma(NOV)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Prebooked	100	0	0	0	0	0
<input type="checkbox"/>	Flulaval PF Trivalent	25-26 (inactivated) (6 months+) syringe	GlaxoSmithKline(SKBI)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Prebooked	70	40	0	0	0	40
<input type="checkbox"/>	Fluzone PF Trivalent	25-26 (inactivated) (6 months+) syringe	Sanofi Pasteur(PMC)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Prebooked	80	0	0	0	0	0

6. In the “# Doses” column, enter the number of doses you are ready to receive and press “Submit.”

organization Brian's Clinic - 00007 • user Kiersten Westbrook • role Admin User (Provider)

**Request Vaccine**

**Vaccine Program PIN:** 00007  
**Initiating Organization:** Brian's Clinic - 00007  
**Initiating User:** Kiersten Westbrook  
**Org Phone:** (501)513-3300  
**Org Fax:** (501)513-3302

**Delivery Contact:** Brian Davidson  
**Delivery Address:** 123 Anywhere drive  
 ALBANY, NY 12084

**Delivery Days/Hours:**  
 Mon 9:00AM-2:00PM  
 Tues 9:00AM-5:00PM  
 Wed 9:00AM-5:00PM  
 Thurs 9:00AM-5:00PM  
 Fri 12:00PM-2:00PM

**Delivery Instructions**

Ship # Doses from current vaccine allocation... **Submit**

Ship all doses in full quantity allocated... **Accept All**

Do not ship any doses at this time, hold for later... **Hold All**

Do not accept any of the current allocated doses and return them to State for reallocation... **Decline All**

Return to the previous screen... **Cancel**

# Doses	Trade Name	Packaging	Manufacturer	Campaign	Min Order Qty	Intent	Doses On Hand	Doses Prebooked	Current Doses Allocated	Doses Remaining
20	Afluria PF Trivalent	25-26 AFLURIA (inactivated) (36 months+) syringe	CSL Behring, In(CSL)	Flu_Prebook_Pediatric	10	Prebook-Ped	0	100	50	0
200	Flu-Mist Trivalent	25-26 FLUMIST (Live, Intranasal) (2-49 years)	Medimmune, Inc.(MED)	Flu_Prebook_Pediatric	10	Prebook-Ped	0	500	480	0
300	Flu-Mist Trivalent	25-26 FLUMIST (Live, Intranasal) (2-49 years)	Medimmune, Inc.(MED)	Flu_Prebook_Pediatric	10	Prebook-Ped	0	50	50	0

7. If you accept fewer than the total allocation you will see a validation screen. You have two options:
- **Accept and Hold Remaining:** The doses accepted will be ordered. The remaining allocation will be held for seven days. If you do not accept the remaining allocation within seven days, the doses will return to the pool, the status will be “shipped” and you will not be able to receive any additional doses from this prebook.
  - **Accept and Decline Remaining:** The doses accepted will be ordered. The remaining allocation will be returned to the pool, the status will be “shipped” and you will not be to receive any additional doses from this allocation.

**Validation – Webpage Dialog**

**Your request needs confirmation**

You are attempting to order less [Afluria PF Trivalent, Flu\_Prebook\_Pediatric, Prebook-Ped] than what has been allocated to you at this time. Please verify the number of doses you are requesting.

You are attempting to order less [Afluria PF Trivalent, Flu\_Prebook\_Pediatric, Prebook-Ped] than what has been allocated to you at this time. Please verify the number of doses you are requesting.

**What do you want to do?**

Please press **Accept & Hold Remaining** to accept order for entered number of doses and hold remaining doses for future request.

Please press **Accept & Decline Remaining** to accept order for entered number of doses and return remaining doses to State for re-allocation.

Decline Allocation? **WARNING!** If you decline allocated amount, the balance for this specified prebooking will be returned to the State for re-allocation.

Please press **Cancel** to change the number of doses you are requesting.

8. **IMPORTANT: If you do not accept an allocation within 7 DAYS, the doses allocated will return to the pool and your prebook status will be “declined.”** Please make sure you are checking for an allocation at least twice per week. (TIP: Allocations will be made on Tuesdays, so checking and accepting allocation on Wednesday is ideal.)
9. Declining doses, using either the “decline all” or “accept and decline remaining” places the prebook line in “declined” or “shipped” status. Allocations cannot be made to prebooks in these statuses. **You will need to place a new prebook to receive additional doses.**

<input type="checkbox"/>	Fluarix PF Trivalent 25-26 FLUARIX (inactivated) (6 months+) syringe	GlaxoSmithKline(SKB)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Cancelled	0	0	0	0	0	0
<input type="checkbox"/>	Flucelvax PF Trivalent 25-26 FLUCELVAX (inactivated) (6 months+) syringe	Novartis Pharma(NOV)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	10/15/2025	Late	100	0	0	0	0	0
<input checked="" type="checkbox"/>	Afluria PF Trivalent 25-26 AFLURIA (inactivated) (36 months+) syringe	CSL Behring, In(CSL)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	10/15/2025	Substitution	0	50	0	0	0	50
<input type="checkbox"/>	Flucelvax PF Trivalent 25-26 FLUCELVAX (inactivated) (6 months+) syringe	Novartis Pharma(NOV)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Shipped	100	50	50	50	0	0
<input checked="" type="checkbox"/>	Afluria PF Trivalent 25-26 AFLURIA (inactivated) (36 months+) syringe	CSL Behring, In(CSL)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Declined	0	0	0	50	0	0

10. If a substitution is allocated to you, it will be highlighted in blue and can be requested or denied in the same manner as any other allocation.
11. Accepting an allocation automatically generates an order. To view the status of the order, use Manage Orders as you would any standard Vaccine Program order.

# MANAGING OR EDITING PREBOOKING

Once you have submitted a prebook, you may edit it at any time.

**Inventory**  
 manage inventory  
 inventory not deducted  
 inv not deducted report  
 check not deduct status  
 manage orders  
 manage transfers  
 record temp log  
 manage campaigns  
 manual orders  
 manage ndc  
 manage returns and  
 wastage  
 vaccine loss report  
 vaccine loss status  
 manage allocation  
 create prebooking  
**manage prebooking**

1. On the left side menu panel under the Inventory heading, click on Manage Prebooking.
2. Select *FLU PREBOOK 2025-26* in the “Event” drop down. This is the only option to select.
3. The Prebook Request Screen will display a listing of you prebook requests for this event, along with the status of those requests.

4. If you would like to make an edit to an existing prebook, click the box for the line(s) you wish to edit and click “Edit Prebook Request” in the upper right-hand corner

organization: Brian's Clinic - 00007 • user: Kiersten Westbrook • role: Admin User (Provider)

**Prebook Request Status**

Take doses from current vaccine allocation... Request or Deny Vaccine

Change previously Prebooked vaccine amounts... Edit Prebook Request

Return to Home page... Cancel

**Prebook Request List**

Event: Flu Prebook 2025-26

**Declined**

5. NYSIS will display the Modify Prebook Request screen. Change the number of doses you wish to prebook and click “Submit Updates.”
6. **Note:** Providers can modify an original request if none or if a part of the Prebook has been allocated. If the prebook has been fully allocated, it is not possible to modify the prebook. Instead, you will need to create a new prebook.

<input type="checkbox"/>	Flu-Mist Trivalent	25-26 FLUMIST (Live, Intranasal) (2-49 years)	Medimmune, Inc. (MED)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	Late	50	0	0	0	0	0
<input type="checkbox"/>	Flu-Mist Trivalent	25-26 FLUMIST (Live, Intranasal) (2-49 years)	Medimmune, Inc. (MED)	Prebook-Ped	Flu Prebook Pediatric	Kiersten Westbrook	05/27/2025	Prebooked	500	20	20	0	0	0

organization: Brian's Clinic - 00007 • user: Kiersten Westbrook • role: Admin User (Provider)

**Modify Prebook Request**

Vaccine Program PIN: 00007 Delivery Contact: Brian Davidson Submit Updates

Initiating Organization: Brian's Clinic - 00007 Delivery Address: 123 Anywhere drive ALBANY, NY 12084 Delete Prebook Request

Org Phone: (501)513-3300 Delivery Days/Hours: Mon 9:00AM-2:00PM, Tues 9:00AM-5:00PM, Wed 9:00AM-5:00PM, Thurs 9:00AM-5:00PM, Fri 12:00PM-2:00PM Cancel

Org Fax: (501)513-3302 Delivery Instructions:

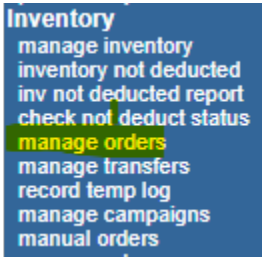
Original Prebook Request is Reflected Below

Trade Name	Packaging	Manufacturer	Intent	Campaign	Initiating User	Prebook Date	Min Order Qty	Doses On Hand	Original Prebooked	Doses Remaining	Change Doses Prebooked To
Flucelvax PF Trivalent	25-26 FLUCELVAX (inactivated) (6 months+) svrinoe	Novartis Pharma(NOV)	Prebook-Ped	Flu_Prebook_Pediatric	Kiersten Westbrook	05/27/2025	10	0	100	50	100

## MANAGING AND ACCEPTING ORDERS

With prebooking, once you have requested vaccine allocated to you in the Prebook Module, an order is automatically created with a status of Final-Approved. This means it's already been approved by the Vaccine Program and is ready to be sent to the CDC for fulfillment.

1. To view the status of your flu order, click Manage Orders on the left side menu panel under the Inventory heading.



2. You will see a list of any current orders and their status.

organization **Brian's Clinic - 00007** • user **Kiersten Westbrook** • role **Admin User (Provider)**

**Manage Orders**

[Create Order](#)

**Order List** Show:  Current  Historical  Both

**Current Orders**

User	Submit Date	Status	Order #
Kiersten Westbrook	05/27/2025	<b>FINAL-APPROVED</b>	7
Kiersten Westbrook	10/23/2024	<a href="#">SENT TO CDC</a>	6
Kiersten Westbrook	10/08/2024	<a href="#">SENT TO CDC</a>	5
Lori Isabella-Rhoades	12/15/2020	<a href="#">SENT TO CDC</a>	1

**Historical Orders (last 30 days by default)**

Show Historical Orders by Date From:   To:   [Refresh List](#)

User	Submit Date	Status	Order #
No Historical Orders Logged For Date Range			

3. To see the order details, click the Status hyperlink to review your order.

organization **Brian's Clinic - 00007** • user **Kiersten Westbrook** • role **Admin User (Provider)**

**View Order: 7**

VFC PIN: 00007	<b>Delivery Contact:</b> Brian Davidson	<a href="#">Print Preview</a>
Initiating Organization: Brian's Clinic - 00007	<b>Delivery Address:</b> 123 Anywhere drive ALBANY, NY 12084	<a href="#">Exit Page</a>
Initiating User: Kiersten Westbrook Org Phone: (501) 513-3300 Org Fax: (501) 513-3302	<b>Delivery Days/Hours:</b>	
Order Created Date: 05/27/2025	Mon 9:00AM - 2:00PM	
Order Submitted Date: 05/27/2025	Tues 9:00AM - 5:00PM	
Previous Order Date: 10/23/2024	Wed 9:00AM - 5:00PM	
Order Status: FINAL-APPROVED	Thur 9:00AM - 5:00PM	
	Fri 12:00PM - 2:00PM	
	<b>Delivery Instructions:</b>	

**Historical Notes**

Created By	Create Date	Note

**Vaccines Ordered**

Item #	Qty Ordered	Vaccine Group	Trade Name	NDC	Doses on Hand	Doses Admin	Qty Apprvd	Qty Shipped	Status
1	50	Flu trivalent injectable p-free	Afluria PF Trivalent	33332-0025-03	0	-	50		FINAL-APPROVED
2	20	Flu trivalent nasal	Flu-Mist Trivalent	66019-0312-10	0	-	20		FINAL-APPROVED
3	40	Flu trivalent injectable p-free	Flulaval PF Trivalent	19515-0904-52	0	-	40		FINAL-APPROVED



- After your order has been fulfilled and shipped by the CDC, your order will display as Shipped.
- When your shipment is physically received, check it over. Make sure you received what was ordered and approved and no vaccine has been damaged in transit. After placing the vaccine into your storage unit, you will log into NYSIIS and accept these vaccine lots into your NYSIIS inventory.
- Public vaccine inventory is auto populated when NYSIIS order has been accepted
- On the left side menu panel under the Inventory heading, click on Manage Order.

**Inventory**  
 manage inventory  
 inventory not deducted  
 inv not deducted report  
 check not deduct status  
**manage orders**  
 manage transfers  
 record temp log  
 manage campaigns  
 manual orders  
 manage ndc  
 manage returns and  
 wastage  
 vaccine loss report  
 vaccine loss status  
 manage allocation  
 create prebooking  
 manage prebooking

- Check the Current Orders list
- Click "SHIPPED" under the Status header, this will open the order.

Manage Orders			
			Create Order
Order List			
Show: <input type="radio"/> Current <input type="radio"/> Historical <input type="radio"/> Both			
Current Orders			
User	Submit Date	Status	Order #
[REDACTED]	11/19/2014	<b>SHIPPED</b>	11
[REDACTED]	10/14/2014	<a href="#">SHIPPED</a>	10
[REDACTED]	09/19/2014	<a href="#">SHIPPED</a>	9

- Click "SHIPPED" next to the vaccine line item

Vaccines Ordered										
Item #	Qty Ordered	Vaccine Group	Trade Name	NDC	Doses on Hand	Doses Admin	Qty Apprvd	Qty Shipped	Status	
1	20	Polio-Inject	IPOL	49281-0860-10	12	-	20	20	<b>SHIPPED</b>	
2	10	Rotavirus, Pent	RotaTeq	00006-4047-41	18	-	10	10	<a href="#">SHIPPED</a>	
3	10	DTaP,5 pertussis antigens	DAPTACEL	49281-0286-10	11	-	10	10	<a href="#">SHIPPED</a>	
4	10	Tdap > 7 years	Adacel	49281-0400-10	18	-	10	10	<a href="#">SHIPPED</a>	
5	20	Pneumo-Conjugate 13	Prevnar 13	00005-1971-02	12	-	20	20	<a href="#">SHIPPED</a>	
6	10	Hib-PRP-T	ActHib	49281-0545-05	14	-	10	10	<a href="#">SHIPPED</a>	

11. Click "Accept Transfer"

**Receive Transfer**

Accept Entire Transfer...###1 Accept Transfer

Return to the Previous Screen... Cancel

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**Transfer Number: 148937** **Created on: 11/24/2014**

Sending Entity	Receiving Entity
<b>Organization</b> NYS Vaccine Program <b>Address</b> ESP CORNING TOWER, ROOM 641 ALBANY, NY 12237 <b>Contact</b> NYS Department of Health <b>Phone #</b> (800) 543-7468 <b>Ship Date</b> 11/24/2014	<b>Organization</b> ██████████ <b>Address</b> ██████████ <b>Contact</b> ██████████ <b>Phone #</b> ██████████ <b>Order #</b> 11

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**Transfer Vaccine Item**

Qty	Vac Group	Trade Name	Lot Number	Exp Date	NDC Description	Ship Info
10	Td/Tdap - DTP/aP - HepB - Polio	Pediarix	4233K	09/05/2016	DTap-HepB-IPV 10 pack - 1 dose syringes, No Needle	<a href="#">FDX1</a>
10	Td/Tdap - DTP/aP	DAPTACEL	C4694AA	02/13/2017	DTap 10 SINGLE DOSE VIAL	<a href="#">FDX1</a>
20	HPV	Gardasil	K007264	03/02/2017	HPV4 10-PK SINGLE DOSE VIAL	<a href="#">FDX1</a>
20	HepB	Engerix-B Peds	9H2H2	01/30/2016	HEPB 10 PK SINGLE DOSE VIAL	<a href="#">FDX1</a>
10	Hib	ActHib	UI064AAA	10/23/2015	HIB 5 PK SINGLE DOSE VIAL	<a href="#">FDX1</a>
10	Mening	Mening	U1075EA	05/17/2016	Mening 5 PK SINGLE	<a href="#">FDX1</a>

12. Properly accepting vaccine orders will automatically add vaccine, and all pertinent information, to your inventory.

13. Choose Manage Inventory

- Inventory
- manage inventory
- inventory not deducted
- inv not deducted report
- check not deduct status
- manage orders
- manage transfers
- record temp log
- manage campaigns
- manual orders
- manage ndc
- manage returns and wastage
- vaccine loss report
- vaccine loss status
- manage allocation
- create prebooking
- manage prebooking

14. Open Show Inventory to see all inventory in NYSIIS

**System Manager**

---

**Manage Inventory**

Show Inventory for Sites... Show Inventory

Show Transactions for Sites... Show Transactions

Update inventory Alerts... Update Alert Prefs

Return to the Previous Screen... Cancel

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**Inventory Alerts**

Vaccine Order/Transfer Notification ...

15. Your inventory will show the details on the vaccine added - Trade Name, Lot Number, Total number of doses, and Expiration date.

**Manage Inventory**

Add Inventory for Site: [Redacted]

Modify Quantity On Hand for Selected Sites...

Show Transactions for Sites...

Return to the Previous Screen...

Add/Edit Inventory with 2D Barcode scan... Barcode:

Site: [Redacted] Show  Active  Inactive  Non-Expired  Expired

Note: Asterisk on the Lot Number indicates the lot was manually entered

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">Flulaval PF Trivalent</a>	7KZ9R	13	Y	Y	06/30/2025
<input type="checkbox"/>	<a href="#">SpikeVax US 12+y</a>	B0001	10	Y	Y	05/08/2025

## GLOSSARY OF TERMS

<b>Term</b>	<b>Definition</b>
<b>CREATING A PREBOOK</b>	
Prebook	Request to reserve prebook-able vaccine (i.e. Flu)
Event	NYSIIS name for opportunity to prebook vaccine (i.e. Flu Prebook 2025-26)
Campaign	NYSIIS assigned grouping which governs what brands are available for a prebook
<b>ACCEPTING AN ALLOCATION</b>	
Allocation	Prebooked doses that have been made available by the Vaccine Program
Pool	All doses available to the Vaccine Programs to be allocated to provider prebooks
Accept all	Request all allocated doses be sent now, generates an order for the full allocation
Decline all	Requesting NO doses be sent now, returns all doses to the pool for later allocation. Places prebook in “declined” status, which can no longer be allocated to.
Accept and Hold Remaining	Accept some doses now, hold the remaining doses for seven days from hold request date; doses will remain available to be accepted at any time in that 7-day period. At the end of the additional hold period, doses will be auto-declined, which places prebook in “shipped” status, which can no longer be allocated to.
Accept and Decline Remaining	Accept some doses now, return the remaining doses to the pool. Places prebook in “shipped” status, which can no longer be allocated to.
<b>MODIFYING A PREBOOK – NYSIIS MANAGE PREBOOKING SCREEN</b>	
Total Prebooked	Total amount reserved for a particular brand for this season
Total Allocated	Number of doses you have been allocated by the Vaccine Program to date for this season
Total Requested	Number of doses accepted by the provider for this season
Declined and Returned to Pool	Total number of allocated doses which were not accepted by the provider
Doses on Hand	Number of doses in inventory
Available Now	Doses currently allocated, which the provider has not yet accepted or declined
Fully Allocated	Vaccine Program has allocated, and provider has accepted all your prebooked doses for this season. Prebook can no longer be modified and a new prebook needs to be entered for additional doses
Prebook status	
Prebooked	Prebook request has been submitted. An allocation can be made in this status.
Substitution	Prebook request has been allocated but substituted with a different vaccine
Allocated	Displays when the prebook has been completely allocated (see fully allocated)
Declined	Some or all of the Prebook request amount was allocated, but the user declined it. No further allocation can be made to a prebook in this status.
Shipped	When a complete allocation is completely requested, or a partial allocation is partly requested, and the remaining is declined by the user. No further allocation can be made to a prebook in this status.
Cancelled	The user created a prebook request, then canceled or zeroed it out
Late	Doses were prebooked after the end date of the prebooking period. An allocation can be made in this status.