

# Influenza Vaccine Prebook and Order Receiving Instructions

## January 2025

The following are instructions to prebook and accept Vaccines for Children (VFC) and Vaccines for Adults (VFA) Program influenza vaccine orders in IRIS. Contact the IRIS Help Desk at 800-374-3958 with questions about IRIS or receiving influenza vaccine orders.

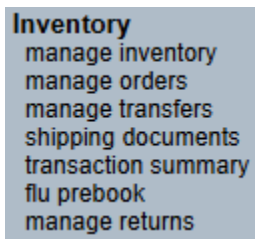
Influenza vaccines available for the 2025–2026 season reflects **only trivalent** vaccines. Images in these instructions may show quadrivalent from previous seasons.

VFC Program doses must be pre-booked using the PED Ordering Intention.  
VFA Program doses must be pre-booked using the ADU Ordering Intention.

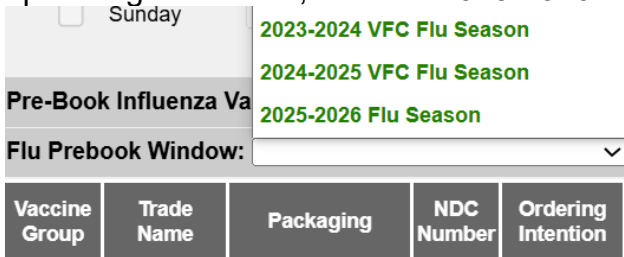
## Instructions to Prebook Seasonal Influenza Vaccine Orders

To submit an influenza vaccine prebook order, please follow the steps below:

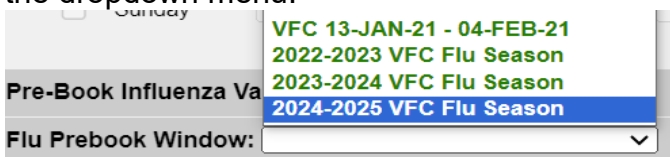
- 1) Select the “flu prebook” link under the Inventory section of the menu panel.



- 2) From the “Flu Prebook Window”, select the prebook period in green for the upcoming flu season, labeled “2025-2026 Flu Season”.



- 3) To see prebook totals from previous flu seasons, select the previous season from the dropdown menu.



4) The influenza vaccines available to prebook for the 2025-2026 Flu Prebook are listed by Trade Name, Packaging, Ordering Intention, and NDC number. **PED** Ordering Intention will order influenza vaccines as part of the VFC Program. **ADU** Ordering Intention will order influenza vaccines as part of the Vaccines for Adults (VFA) Program. **Providers participating in both programs will need to prebook vaccines using both PED and ADU ordering intentions.**

a) Enter the **number of doses** requested for the specific NDC in the Doses Requested column. If the value entered is not equivalent to the package, the amount will round up to the nearest package size.

Pre-Book Influenza Vaccines									
Flu Prebook Window: 2025-2026 Flu Season									
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Adjusted	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Afluria Trivalent	Influenza, trivalent 5mL MDV 1-Pack	33332-0125-10	PED	<input type="text"/>				0
FLU	Afluria Trivalent P-free	FLU 0.5 mL single-dose syringes 10-Pack	33332-0025-03	PED	<input type="text" value="100"/>				0
FLU	FluLaval Trivalent P-free	Influenza, injectable, trivalent 0.5mL SYR 10-Pack	19515-0904-52	PED	<input type="text"/>				0
FLU	FluMist Trivalent	Influenza, intranasal, trivalent 10-Pack Sprayers	66019-0312-10	PED	<input type="text" value="100"/>				0

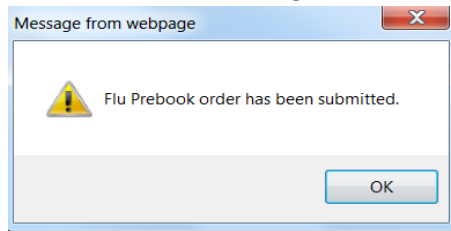
b) If ordering influenza vaccine as part of the Vaccines for Adults (VFA) Program, providers will see the ordering intention of ADU indicating these are **adult** doses. Enter the **number of doses** requested for the specific ordering intention in the Doses Requested column. VFA and VFC Providers need to prebook using both ADU and PED ordering intentions.

Pre-Book Influenza Vaccines									
Flu Prebook Window: 2025-2026 Flu Season									
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Adjusted	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Afluria Trivalent	Influenza, trivalent 5mL MDV 1-Pack	33332-0125-10	ADU	<input type="text"/>				0
FLU	Afluria Trivalent	Influenza, trivalent 5mL MDV 1-Pack	33332-0125-10	PED	<input type="text"/>				0
FLU	Afluria Trivalent P-free	FLU 0.5 mL single-dose syringes 10-Pack	33332-0025-03	ADU	<input type="text" value="100"/>				0
FLU	Afluria Trivalent P-free	FLU 0.5 mL single-dose syringes 10-Pack	33332-0025-03	PED	<input type="text" value="100"/>				0

- 5) After entering the quantities for each product ordered, select the “Save” button to submit the influenza vaccine prebook order.

Influenza Pre-book Orders			
VFC PIN	B99999	Delivery Contact	JOSEPH Zehner <input type="button" value="Save"/>
Initiating Organization	Joey Training Org Test	Delivery Address	123 FOURTH STREET
Initiating User	Joseph Zehner		SUPER EXTRA LONG <input type="button" value="Cancel"/>
Org Phone	(563) 333-3333		CITY,IA 55555-
Org Fax	(989) 516-5555		

- 6) A pop-up message will display, indicating the “Flu Prebook order has been submitted”. Select “OK” to continue.



- 7) Verify the influenza vaccine prebook order has been submitted by selecting the flu prebook link from the left menu panel under the Inventory heading. A message in red will display, indicating when the prebook was submitted or last updated.

Influenza Pre-book Orders				Submitted Date 1/21/2025
VFC PIN	321	Delivery Contact	Eron Wells	<input type="button" value="Save"/>
Initiating Organization	Iowa Immunization Program	Delivery Address	221 E 12 ST	
Initiating User	Joseph Zehner		DES MOINES,IA 50319-	<input type="button" value="Cancel"/>
Org Phone				

- 8) If edits need to be made to the influenza vaccine prebook order before the prebook period has ended, select the flu prebook period from the dropdown menu, update the quantity in the doses requested field, and select “Save”. Each time the flu prebook page is updated, a confirmation message will appear, and the submitted date will be updated.

- 9) Once the influenza prebook period has ended, edits can no longer be made to the influenza prebook order page, and the amount in the doses requested column will no longer be editable as shown below.

Pre-Book Influenza Vaccines									
Flu Prebook Window: 2025-2026 Flu Season									
Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Adjusted	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Afluria Trivalent	Influenza, trivalent 5mL MDV 1-Pack	33332-0125-10	PED	<input type="text"/>				0
FLU	Afluria Trivalent P-free	FLU 0.5 mL single-dose syringes 10-Pack	33332-0025-03	PED	<input type="text" value="100"/>				0
FLU	FluLaval Trivalent P-free	Influenza, injectable, trivalent 0.5mL SYR 10-Pack	19515-0904-52	PED	<input type="text"/>				0
FLU	FluMist Trivalent	Influenza, intranasal, trivalent 10-Pack Sprayers	66019-0312-10	PED	<input type="text" value="100"/>				0

- 10) If the Immunization Program makes any changes to an organization's influenza prebook order, the historical notes section on the influenza prebook page will reflect the change as shown below, and the doses adjusted column will update.

Historical Notes		
Created By	Create Date	Note
Schultz, Jessica	10/10/2024 09:41 AM	IDPH created/updated prebook order.
Schultz, Jessica	12/03/2024 09:24 AM	NDC # 19515-0810-52, intention PED, IDPH altered doses requested to 40.

- 11) Once the Immunization Program begins distributing doses of vaccine, the influenza vaccine prebook page will update to indicate the number of doses distributed, the last distributed date, and the doses remaining to be distributed. This page will update with each influenza vaccine order sent to the organization.

Vaccine Group	Trade Name	Packaging	NDC Number	Ordering Intention	Doses Requested	Doses Adjusted	Doses Distributed	Last Distributed Date	Doses Remaining
FLU	Afluria Trivalent	Influenza, trivalent 5mL MDV 1-Pack	33332-0124-10	PED	<input type="text"/>				0
FLU	Afluria Trivalent P-free	FLU 0.5 mL single-dose syringes 10-Pack	33332-0024-03	PED	<input type="text"/>				0
FLU	FluLaval Trivalent P-free	Influenza, injectable, trivalent 0.5mL SYR 10-Pack	19515-0810-52	PED	<input type="text" value="40"/>	+20	40	12/03/2024	0

- 12) The status of an organization's influenza vaccine prebook order can be viewed through the manage orders link under the Inventory section of the menu panel.

Inventory
manage inventory
manage orders
manage transfers

13) The manage orders page includes a filter to display influenza vaccine prebook orders. To view the orders, select the “Flu” radio button. Flu prebook orders have the same status as other VFC orders:

- a. **Processed** - Iowa HHS has satisfied each line item in the order and has selected the Submit/Save button. Orders will stay in a status of Processed until the order has been sent to the distributor.
- b. **Sent to Distributor** - the order has been sent to the distributor to fill the order.
- c. **Shipped** - the order has been filled and is ready for the organization to accept the vaccine into their inventory.
- d. **Accepted** - the order was accepted into the organization vaccine inventory. This type of order can no longer be modified and is considered a historical order.

**Manage Orders**

Create Order  
Cancel

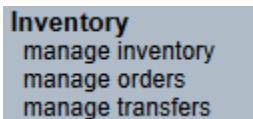
**Order List** Show:  Current  Historical  Both  Flu  Flu Historical  Pandemic  Pandemic Historical

*Current Flu Orders*

User	Submit Date	Status	Order #
Joey Zehner	01/17/2025	<a href="#">SENT TO DISTRIBUTOR</a>	247335

### Instructions for Viewing Influenza Vaccine Orders

- 1) IRIS users can view influenza vaccine orders on the “manage orders” page. Select the “manage orders” link on the left side of the screen under the inventory section of the menu panel.



The page will default to display all current orders. Select the “Flu Historical” radio button to see accepted influenza vaccine orders.

**Manage Orders**

Create Order  
Cancel

**Order List** Show:  Current  Historical  Both  Flu  Flu Historical  Pandemic  Pandemic Historical

- 2) The page will default to show the previous 30 days of influenza vaccine orders sent to the provider organization. To view the order(s) sent to the provider organization, select the “Accepted” link under the Status section.

**Order List** Show:  Current  Historical  Both  Flu  Historical  Pandemic  Pandemic Historical

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

Show Historical Orders by Date From:   To:

User	Submit Date	Status	Order #
Joey Zehner	12/06/2024	<a href="#">ACCEPTED</a>	246518
Joey Zehner	10/17/2024	<a href="#">ACCEPTED</a>	245347
Joey Zehner	09/26/2024	<a href="#">ACCEPTED</a>	244230
Joey Zehner	09/06/2024	<a href="#">ACCEPTED</a>	242361

- 3) The page will display the incoming vaccine order including trade name, NDC, quantity approved, quantity shipped, and the order status. Incoming vaccine orders will automatically appear in the organization’s VFC vaccine inventory.

Vaccines Ordered											
Item #	Order Qty.	Vaccine	Trade Name	Packaging	NDC	Lot Number	Doses On Hand	Qty Apprvd	Qty Denied	Qty Shipped	Status
487918	20	Influenza Trivalent, Preservative-Free	FluLaval Trivalent P-free	Influenza, injectable, trivalent 0.5mL SYR 10-Pack	19515-0810-52	AE2J7	0	20	0	20	ACCEPTED