ImmForm Helpsheet 16 – Vaccine ordering quick start guide

This helpsheet shows you how to start placing vaccine orders on ImmForm, once you have registered.

How to order

1. Log in to **www.immform.dh.gov.uk** (using your login and password)

2. Click on the **Vaccine Supply** tab at the top of the screen.

Tip: You can go straight to the vaccine supply home page using the following link www.vaccinesupply.dh.gov.uk (you may wish to save to your favourites).

3. Click on **Add New Order** (in the green box or from the order tab).

4. You will then come to the **Select An Account** screen below.
    Note: If you only have one distributor account you will go straight to the order page – see point 6.

5. Click the **Select** button for the account number you need to order for. **Note:** The 'Distributor Account Name' will have the name of the organisation that the distributor account belongs to – so for those that can order for more than one organisation, select the organisation you wish to order for.

6. You will then be taken to the Vaccine Ordering page below. Please tick the box saying **Show All Brands** – this will bring up all the vaccines on one page. Alternatively, use the drop down box to select the vaccine you want to order (You can also type the vaccine name you require directly into this box).

7. Go through the list of vaccines choosing the amount you want, putting the number you would like into the **Quantity (Packs)** box, The default value is 1 – you can highlight the 1 and delete or type over it, or use the up and down arrows to enter the quantity of packs you want. Then click **Add to Order**.

Please be aware some pack sizes are 1 dose, some are 10 or 100, this is shown in red.

If a product comes in a pack size of 10 or 100 doses you will get a popup to confirm your quantity ordered when you click **Add** as shown below.

8. If you order one of the unlicensed products e.g. PPD or Viper Venom you will get a pop-up box that will ask for the name of the prescriber or pharmacist taking responsibility for the product. Once this information is entered, click **Yes** to go back to ordering. If you click **No** it will remove the unlicensed product from your order.

9. Once you have chosen your vaccines and clicked on the **Add to Order** button, they will appear in the box on the right hand side under 'Packs, Brand, Total Doses' etc.

10. You can add all vaccines you require onto one order by moving down through the vaccines and inputting the amount needed and then clicking the **Add to Order** button for each vaccine.

11. Please then check your list of vaccines is correct. If not, you can edit or delete each vaccine order line.

12. You then need to select your contact name from the Contact drop down box just above your order (where it says 'None Selected'). You can't confirm your order without selecting a contact.

13. Then click on the **Confirm Order** button
Note: you can cancel the order in progress (click on the **Cancel Changes** button) or save it as a draft for further amendment later (click on the **Save as Draft** button)).

14. Click the **Yes** button on the confirmation pop-up.
Note: This pop-up includes the value of your order just to make you aware of the cost of vaccines – you will **NOT** be charged for the order if you are an NHS organisation ordering for the national immunisation programme, as the money is paid centrally. Private orders, or vaccines ordered by the NHS for travel or occupational health use should be placed directly with manufacturers – see ImmForm Helpsheet 13 – Vaccines on ImmForm, for more details.
If you click the 'No' button, you will be returned to the previous screen and can amend your order – the order will **NOT** have been submitted to the distributor.
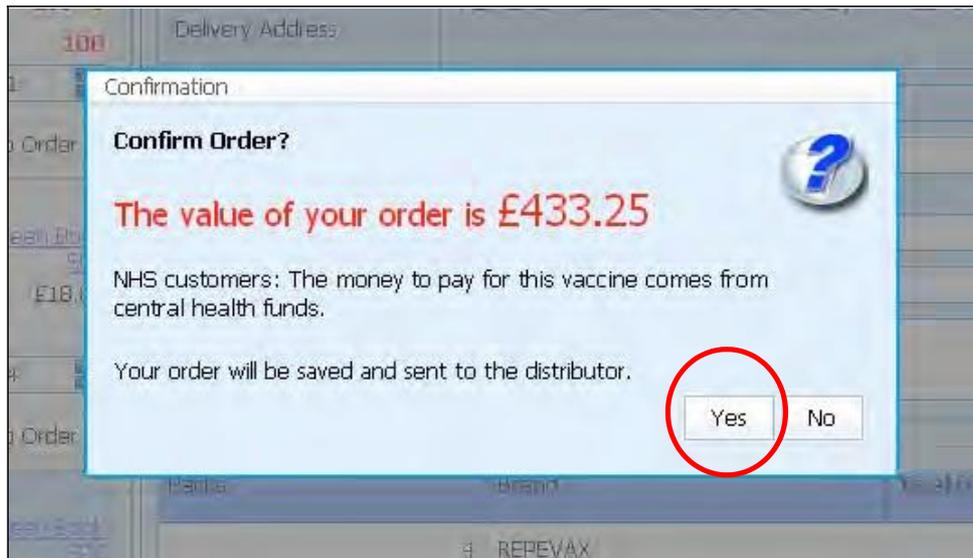
15. You will then be taken to the Order Confirmation page. If you wish, you can print the order confirmation (via the **Print Confirmation** button), but please note that the Order Confirmation will automatically be sent via email to the selected contact (see step 12).

16. Unless you have reached this stage, the order will **not** have been placed successfully.

17. You can always check your order by clicking **View Order History** in the green box or from the order tab as shown in step 3. The page below will open:
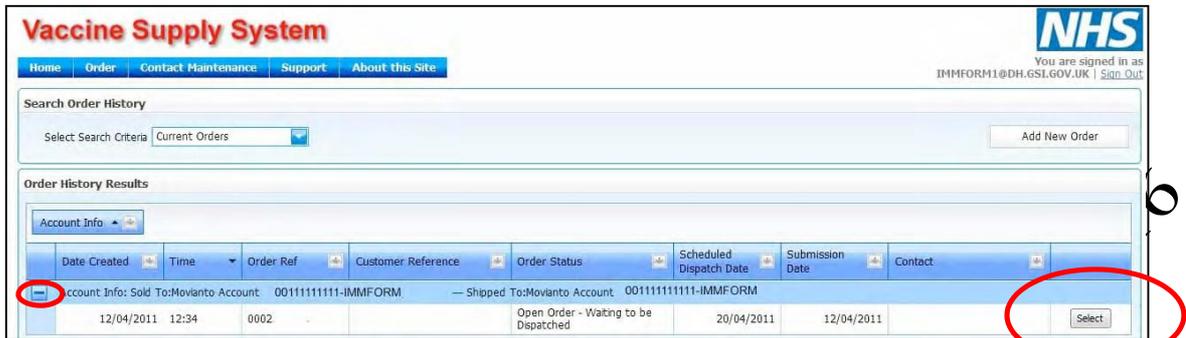
18. You will need to click on the **+** to expand the view and your order should appear. You can view the details of the order if you click **Select** button on the right hand side.

Vaccine delivery queries

Movianto deliveries

Movianto remain responsible for the delivery of ordered vaccines.

For any queries about Movianto deliveries, please contact Movianto customer services with your Movianto account number at hand on 01234 248632 or email them on customercare.uk@movianto.com

Tip: Please check your order history (see step 17) to review the status of the order before contacting Movianto.

Problems accessing ImmForm

If you have a problem accessing the ImmForm website, then please check the appropriate ImmForm helpsheet in the first instance, as many of the common problems and how to resolve them are covered in the helpsheets.

Tip: ImmForm Helpsheets are published on the DH website at www.immunisation.dh.gov.uk/immform-helpsheets

The helpsheets cover items such as:

- recommended minimum system requirements for ImmForm
- troubleshooting
- how to register for ImmForm
- contact points.

If you cannot find the solution to your problem, please email the ImmForm Helpdesk at helpdesk@immform.org.uk or call 0844 376 0040.