



# 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

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|---|----------------------------|------------------------|
| w to order  |                            |                        |
| 1. Log in to <u>www.immform.dh.go</u>                       | <u>v.uk (</u> using your l | ogin and password      |
| 2. Click on the Vaccine Supply ta                           | b at the top of the        | screen.                |
|   |                            | Xer                    |
| mmForm  |                            |                        |
|   |                            |                        |
| Home Surveys  | Past Surveys               | Vaccine Supply         |
| news  | Home                       |                        |
| HPV March Survey (and                                       | Welcome to th              | e ImmForm Website      |

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



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 fow. Please tick the box saying **Show All Brands** this will bring up at 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 recorre directly into this box).

| Home Order Contact M                              | taintenance Support Abo     | out this site           |                                  |          |
|---|-----------------------------|-------------------------|----------------------------------|----------|
| Brand Selection                                   |                             | Order Details           |                                  |          |
| Show All Brands                                   |                             | Order Ref               | To Be Allocated                  |          |
| Vaccine Search                                    | -                           | Order Status            | Draft                            |          |
| va (All)  |                             | Placed By               | Account: 00000000000             |          |
| BCG - BCG SSI                                     | =                           | Delivery Point          | Account: 0000000000              |          |
| DTaP/Hb/IPV - PEDIACEL<br>DTaP/IPV - INFANRIX/IPV |                             | Delivery Address        | Your GP address should appear h  | near.    |
| HIB/MEN C - MENITORIX                             | -                           | Scheduled Dispatch Date | To be advised                    |          |
|   | Add to Order                | Submission Date         | 12/04/2011                       |          |
| Vaccine dTaP / IPV - REPEVA                       | Links Green Book            | Customer Reference      |                                  |          |
| HIMME   | Pack List Price £18.85      | Contact                 | Select your name from the drop d | lown box |
|   | Pack Dosage 1<br>Quantity 1 | Delivery Instructions   |                                  |          |
|   | Add to Order                |                         |                                  |          |

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**.

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| rand Selection        |                                |                          |          |
|-----------------------|--------------------------------|--------------------------|----------|
| Show All Brands       |                                |                          |          |
| Vaccine Search        |                                | -                        |          |
|                       |                                | -                        |          |
| Vaccine BCG - BCG SSI | Links                          | <u>Green Book</u><br>SPC | <b>\</b> |
| FREE                  | Pack List Price<br>Pack Dosage | £58.75<br><b>100</b>     | 20       |
| ESES                  | Quantity<br>(Packs)            | 1 😂                      | per      |

Please be aware some pack sizes are 1 dose, some are 10 00100, 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.

| Commination                   |                    |         |
|-------------------------------|--------------------|---------|
| Doses Warning                 |                    | (2      |
|                               |                    | 1000    |
| Please confirm you wis order? | h to add 100 doses | to your |

8. If you order one of the unlicensed products e.g. PPD or Viper Venom you will get a pop-et 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 ge back to ordering. If you click **No** it will remove the unlicensed product from your order.

| ·~ '       | Confirmation   |                          |
|------------|--|--------------------------|
| <b>)</b> , | Enter Practitioner Details<br>PPD - 2TU is currently unlicensed in the UK. Please enter the n<br>pharmacists or prescribers taking responsibility for the product<br>organization. | ames of the<br>t in your |
|            | Dr Amber   |                          |
|            |  |                          |
|            | Yes  | No                       |

www.immform.dh.gov.uk Helpdesk@immform.org.uk ImmForm Helpsheets: www.immunisation.dh.gov.uk/immform-helpsheets Version: 4 Issue Date: November 2012 ( 🗆 0844376

 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.

| 10003  | (Packs)   | Add to Order                                   | Scheduled Dispatch Dat   | e To be advised<br>13/04/2011                                   |  |  |                               |
|--|---|--|--|---|--|--|-------------------------------|
| ccine dTaP / IPV - REPEN   | VAX<br>Links<br>Pack List F<br>Pack Dosa<br>Quantity<br>(Packs) | Green Book<br>SPC<br>Price £18.85<br>ge 1<br>4 | Customer Reference<br>Contact<br>Delivery Instructions                             | None Selected   |  |  |                               |
| cine DTaP/Hib/IPV - PE   | DIACEL<br>Links   | Add to Order                                   | Packs  | Brand   | Total<br>Doses                             | Total<br>Pack<br>Price                 | Action                        |
| REDIACEL   | Pack List F   | rice £19.94                                    | 4  | REPEVAX   | 4  | £75.40                                 | Edit Delete                   |
| And the second s | Pack Dosa   | ge 1   | 1  | BCG SSI   | 100  | £58.75                                 | Edit Delete                   |
| the second se  | (Packs)   | 15   | 15   | PEDIACEL  | 15   | £299.10                                | Edit Delete                   |
|  |   | Add to Order                                   |  | The val   | ue of your order is                        | £433.25                                |                               |
| e 1 of 5 (14 items) 🔤 🎁  | 2345  |  | NHS customers: The more<br>All prices shown are indicated the Department of Health | ney to pay for these vac<br>tive list prices for illustra<br>I. | cines comes from a<br>tive purposes only a | entral health fun<br>and are not the c | ds.<br>ontract prices paid by |
|  |   |  |  | Cancel<br>Order   | Cancel<br>Changes                          | Save as<br>Draft                       | Confirm<br>Order              |

- 10. You can add all vaccines you require onto ore 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 you'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** by (con)).

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.

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15. You will then be taken to the Order Confirmation page. Use 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).

| Order Confirmation               Account: 00   |                          |  |  |  |  |
|--|--------------------------|--|--|--|--|
| Drder Ref:       To Be Allocated         Paced By:       Account: 00         Delivery Point:       Account: 00         Delivery Address:       Image: Control on the second of the   | Order Confirmation       |  |  |  |  |
| Placed By:       Account: 00         Delivery Point:       Account: 00         Delivery Address:       Image: Control of the set of  | Order Ref:               | To Be Allocated  |  |  |  |
| Delivery Point:       Account: 00         Delivery Address: <ul> <li>Account: 00</li> <li>Scheduled Dispatch Date:</li> <li>To Be Advised</li> </ul> Stabulad Dispatch Date:              13/04/2011 <ul> <li>Customer Reference:</li> </ul> Contact: <ul> <li>Peacles</li> <li>Peacles</li> <li>REPEVAX</li> <li>Stabulate of the set vacches comes from central health funds.<br/>All prices shown are indicative list prices for illustrative purposes only and are not the contract prices paid by the Department of Health.              <ul> <li>Continue</li> <li>Continue</li> </ul></li></ul>   | Placed By:               | Account: 00  |  |  |  |
| Delivery Address:       Image: Scheduled Dispatch Date:       To Be Advised         Submission Date:       13/04/2011       Image: Scheduled Dispatch Date:       13/04/2011         Customer Reference:       Image: Scheduled Dispatch Date:       Image: Scheduled Dispatch Date:       Image: Scheduled Dispatch Date:         Delivery Instructions:       Image: Scheduled Dispatch Date:       Image: Scheduled Dispatch Date:       Image: Scheduled Dispatch Date:         Items Drdered:       Packs       Brand       Total Doses       Total Pack Price         Items Drdered:       Packs       Brand       Total Doses       Total Pack Price         Items Drdered:       Packs       Brand       Total Doses       Total Pack Price         Mess of your order IS F4/33.2       Brand       Total Doses       Total Pack Price         Items Drdered:       Packs       Brand       Total Doses       Total Pack Price         Mess Ustomers: The money to pay for these vaccines comes from central health funds.<br>All prices shown are indicative lst prices for illustrative purposes only and are not the contract prices paid by the Department of Health.       Image: Scientific Continue   | Delivery Point:          | Account: 00  |  |  |  |
| Scheduled Dispatch Date:       To Be Advised         Submission Date:       13/04/2011         Customer Reference:   | Delivery Address:        |  |  |  |  |
| Scheduled Dispatch Date:       To Be Advised         Submission Date:       13/04/2011         Customer Reference:   |                          |  |  |  |  |
| Scheduled Dispatch Date:       To Be Advised         Submission Date:       13/04/2011         Customer Reference:   |                          |  |  |  |  |
| Submission Date:          Submission Date:       1/04/2011         Customer Reference:   | Scheduled Dispatch Date: | To Be Advised  |  |  |  |
| Customer Reference: Contact: Delivery Instructions:  Items Ordered: Packs Pack | Submission Date:         | 13/04/2011   |  |  |  |
| Contact:         Items Ordered:         Packs         Brand         Total Doses         Total Pack Price           Items Ordered:         Packs         REPEVAX         4         £75.           1         ECG SSI         100         £88.           15         PEDIACEL         15         £299.           The value of your order is £433.2           NHS customers: The money to pay for these vaccines comes from central health funds.           All prices shown are indicative list prices for illustrative purposes only and are not the contract prices paid by the Department of Health.  | Customer Reference:      |  |  |  |  |
| Delivery Instructions:       Packs       Brand       Total Doess       Total Pack Price         Items Ordered:       Packs       4       675         1       BCG SSI       100       628         15       PEDIACEL       15       6299.         The value of your order is £433.2         NHS customers: The money to pay for these vaccines comes from central health funds.<br>All prices shown are indicative list prices for illustrative purposes only and are not the contract prices paid by the Department of Health.  | Contact:                 |  |  |  |  |
| Items Ordered:         Packs         Brand         Total Doses         Total Pack Price           4         REPEVAX         4         675.           1         BCG SSI         100         658.           15         PEDIACEL         15         £299.           The value of your order is £433.2           NHS customers: The money to pay for these vaccines from central health funds.           All prices shown are indicative list prices for illustrative purposes only and are not the contract prices paid by the Department of Health.  | Delivery Instructions:   |  |  |  |  |
| Packs         Brand         Total Doess         Total Pack Price           Items Ordered:         Packs         REPEVAX         4         £75.           Items Ordered:         PCG SSI         100         £58.           Items Ordered:         PEDIACEL         110         £699.           The value of your order is £433.2           NHS customers: The money to pay for these vaccines from central health funds.           All prices shown are indicative list prices for illustrative purposes only and are not the contract prices paid by the Department of Health.  |                          |  |  |  |  |
| Packs         Brand         Total Doses         Total Pack Price           1         REPEVAX         4         £75.           1         BCG SSI         100         £58.           1         PEDIACEL         15         £299.           The value of your order is £433.2           NHS customers: The money to pay for these vaccines comes from central health funds.           All prices shown are indicative list prices for illustrative purposes only and are not the contract prices paid by the Department of Health.  |                          |  |  |  |  |
| 4     REPEVAX     4     £75.       1     BCG SSI     100     £58.       15     PEDIACEL     15     £299.       The value of your order is £433.2       NHS customers: The money to pay for these vaccines comes from central health funds.       All prices shown are indicative lst prices for illustrative purposes only and are not the contract prices paid by the Department of Health.   | Items Ordered:           | Packs  | Brand  | Total Doses                            | Total Pack Price   |
| Image: Construint of the second shown are indicative list prices for illustrative purposes only and are not the contract prices paid by the Department of Health.       100       £599.         NHS customers: The money to pay for these vaccines comes from central health funds.       The value of your order is £433.2         NHS customers: The money to pay for these vaccines comes from central health funds.       E433.2   |                          |  | REPEVAN  | 4                                      |  |
| 15     PEDIACEL     15     £299.       The value of your order is £433.2       NHS customers: The money to pay for these vaccines comes from central health funds.       All prices shown are indicative list prices for illustrative purposes only and are not the contract prices paid by the Department of Health.  |                          | 4  | REPEVAA  | 4                                      | £75.4  |
| The value of your order is £433.2<br>NHS customers: The money to pay for these vaccines comes from central health funds.<br>All prices shown are indicative list prices for illustrative purposes only and are not the contract prices paid by the Department of Health.   |                          | 4  | BCG SSI  | 100                                    | £75.4<br>£58.1   |
| NHS customers: The money to pay for these vaccines comes from central health funds.<br>All prices shown are indicative lst prices for illustrative purposes only and are not the contract prices paid by the Department of Health.   |                          | 4  | REPEVAA<br>BCG SSI<br>PEDIACEL   | 100<br>15                              | £75<br>£58.7<br>£299.1                                     |
| All prices shown are indicative ist prices for illustrative purposes only and are not the contract prices paid by the Department of Health.  |                          | 4<br>1<br>15   | REFEVAA<br>BCG SSI<br>PEDIACEL   | 100<br>15<br>The value of t            | £75.4<br>£58.7<br>£299.1<br>your order is <b>£433.2</b>    |
|  |                          | 4<br>1<br>15<br>NHS customers:The money to pay for these vaccines  | REFEVAN<br>EGG SST<br>PEDIACEL<br>comes from central health funds.   | 100<br>15<br>The value of y            | £75.4<br>£58.7<br>£299.1<br>your order is <b>£433.2</b>    |
|  |                          | 4<br>1<br>15<br>NHS customers:The money to pay for these vaccines of<br>Al prices shown are indicative list prices for illustrative pu | ECG SSI<br>PEDIACEL<br>comes from central health funds.<br>rposes only and are not the contract prices paid by the Department of           | 100<br>15<br>The value of t            | £75.4<br>£58.7<br>£299.3<br>your order is <b>£433.2</b> 3  |
|  |                          | 4 1 1 15 NHS customers: The money to pay for these vaccines of All prices shown are indicative list prices for illustrative put        | BCG SSI<br>PEDIACEL<br>comes from central health funds.<br>rposes only and are not the contract prices paid by the Department of           | 100<br>15<br>The value of t            | £75.<br>£58.<br>£299.<br>your order is <b>£433.2</b> .     |
|  |                          | 4 1 1 15 NHS customers: The money to pay for these vaccines of All prices shown are indicative list prices for illustrative put        | BEEVAA<br>BCG SSI<br>PEDIACEL<br>comes from central health funds.<br>rposes only and are not the contract prices paid by the Department of | 100<br>15<br>The value of y<br>Health. | £75.<br>£58.<br>£299.<br>your order is £433.21<br>Continue |

16 Juless 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:

| Home Order Co                      | ntact Mainte          | nance Supp              | ort Abou | t this Site               |              |   |                            |                    | IMMFO   | You are signed in<br>RM1@DH.GSI.GOV.UK   Sign O |
|------------------------------------|-----------------------|-------------------------|----------|---------------------------|--------------|---|----------------------------|--------------------|---------|---|
| earch Order History                |                       |                         |          |                           |              |   |                            |                    |         |   |
| Select Search Criteria             | Current Orders        | ;                       |          |                           |              |   |                            |                    |         | Add New Order                                   |
| rder History Results               |                       |                         |          |                           |              |   |                            |                    |         |   |
| Account Info                       |                       |                         |          |                           | _            |   | No Contra                  | Teres and          | _       |   |
| Account Info •                     | Time                  | • Order Ref             | Custo    | omer Reference            |              | Order Status                                  | Scheduled<br>Dispatch Date | Date Submission    | Contact |   |
| Account Info 🔺 🦢<br>Date Created 🛸 | Time<br>To:Movianto A | Order Ref ccount 001111 | Custo    | omer Reference<br>IRM - S | 💌<br>Shipped | Order Status 4<br>To:Movianto Account 0011111 | Scheduled<br>Dispatch Date | Submission<br>Date | Contact |   |

18. You will need to click on the + to expand the view and your order ould appear. You can view the details of the order if you click Se button on the 28 5° right hand side.

# Vaccine delivery queries

#### **Movianto deliveries**

Movianto remain responsible for the delivery of orsered vaccines.

For any queries about Movianto deliveries, pease 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 Mov

## Problems accessing ImmForm

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

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

Pelpsheets 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.

**(** □ 0844376