

ImmForm Helpsheet 4 – Vaccine Bulk Ordering

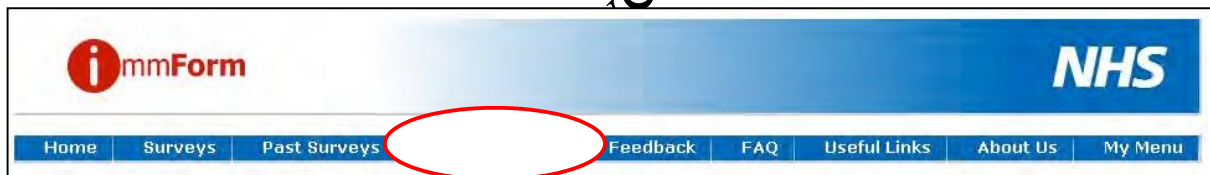
This helpsheet explains how to place a bulk order of vaccine for the organisations within your PCT.

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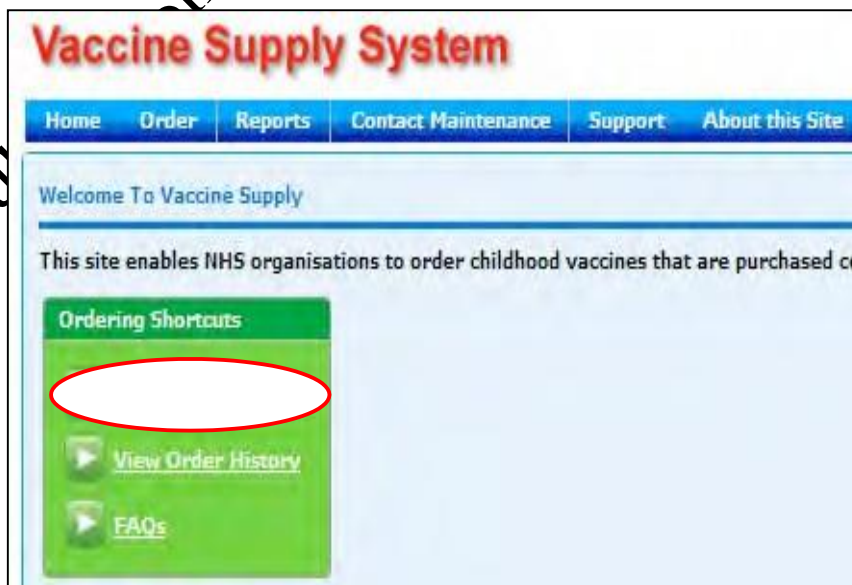
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1. How to place a bulk order

Upon successful login click on the 'Vaccine Supply' tab as shown below.

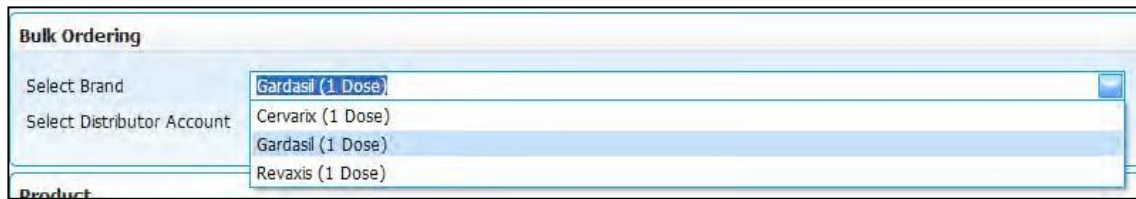


To add an order click the 'Add New Bulk Order' tab as shown below.



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The page below will appear after clicking the 'Add New Bulk Order' tab. Please click on the drop down arrow to display the vaccines available for bulk ordering. Currently only Cervarix, Gardasil and Revaxis are available via the bulk order page.



Bulk Ordering

Select Brand: **Gardasil (1 Dose)**

Select Distributor Account: Cervarix (1 Dose)
Gardasil (1 Dose)
Revaxis (1 Dose)

Product:

Once you select the vaccine you would like to order, the system will automatically enter the details of the 'Select Distributor Account' field (unless you are responsible for ordering on behalf of more than one PCT, in which case, you will need to select the appropriate distributor account from the drop down list).

To view all the accounts registered against your PCT on the bulk order page please click the 'Continue' button.



Home Order Reports Contact Maintenance Support About this Site You are signed in

Bulk Ordering

Select Brand: CERVARIX (1 Dose)

Select Distributor Account: PCT name and Movianto account will appear here.

Product

Vaccine HPV - CERVARIX

Links [Green Book SPC](#)

Pack List Price	£80.50
Payable Per Pack	£0.00
Pack Dosage	1

All the accounts will then appear, as per the example below. The bulk order page will show the scheduled delivery day and the full address of the GP practice. Please see point 2 on how to add GP practices to the bulk order list or how to amend a GP practice's address.

ImmForm Helpsheet 4 – Vaccine Bulk Ordering

Vaccine Supply System NHS
You are signed in as
ellen.wilson@leedsth.nhs.uk | [Sign Out](#)

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Bulk Ordering

Select Brand: CERVARIX (1 Dose)
Select Distributor Account: PCT name and Movianto account will appear here.

Product

Vaccine HPV - CERVARIX
Links: [Green Book SPC](#)
Pack List Price: £80.50
Payable Per Pack: £0.00
Pack Dosage: 1

Select your name from the drop down list. Colleagues with access to bulk ordering will appear here.

Bulk Order

Bulk Order Status: NEW
Customer Reference:
Contact:
Total packs on this order: 0

Org Code	Account	Name	Post Code	Scheduled Delivery Day	Packs
SN1COMM	0000000000	Mr Rahul Bhandary			
SN1-Holding	0000000000	June Boggis	125 MOOR ROAD, S...	To be advised – usual delivery day is MONDAY	0
SN1-Holding	0000000000	Charlotte Holt	MEDICAL CENTRE, 999 EDS,	To be advised – usual delivery day is MONDAY	0
SN1-Holding	0000000000	Martin Thomason	PT & DIST UNIT 2ND FLR, T COMPLEX LEEDS, GEN RENDON WAY,	To be advised – usual delivery day is WEDNESDAY	0
SN1-Holding	0000000000	MANSE SURGERY	4 MARSH STREET, ROTHWELL,	To be advised – usual delivery day is MONDAY	0
SN1-Holding	0000000000	THE BLOMFIELD SURGERY	141 LONG CAUSEWAY, LEEDS,	To be advised – usual delivery day is TUESDAY	0
SN1-Holding	0000000000	THE CROFT & TINSHILL	MEDICAL PRACTICE, 8 TINSHILL LANE,	To be advised – usual delivery day is TUESDAY	0
Y00683	0000000000	THE GRANGE MEDICARE	SWILLINGTON HEALTH PRACTICE, HILL CREST CLOSE SWILLINGTON, I	To be advised – usual delivery day is MONDAY	0
Y02002	0000000000	ONE MEDICARE	THE LIGHT, THE HEADROW,	To be advised – usual delivery day is WEDNESDAY	0

Total packs on this order: 0
[Cancel Changes](#)

Enter the number of packs that need to be delivered to each of the organisations for which you are ordering vaccine.

Once you are happy with the order, click 'Submit'. You have the option to save the order as a draft by clicking the 'Save as Draft'.

Tip: A quick method of finding accounts is to use the 'Find' function.

An order confirmation email will then be sent to the PCT contact selected from the 'Contact' drop down list that confirms details of the order.

Finally individual emails will be sent to each organisation confirming that their PCT has placed an order on their behalf, with details of what has been ordered and when it is scheduled to be delivered.

2. How to add an account to the Bulk Order Page or amend an address

If an account does not appear on the list or an address is incorrect please email Helpdesk@immform.org.uk with the following information:-

- Movianto account to be added or amended
- PCT you would like the account added to or belongs to
- New full address for the GP practice

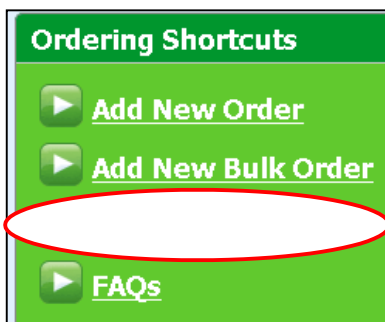
3. How to add and remove colleagues to Bulk Ordering for the PCT

Email Helpdesk@immform.org.uk with the full name, telephone number and email address of the person you would like to have access. Please tell us when a colleague has left so we can remove their access to ImmForm.

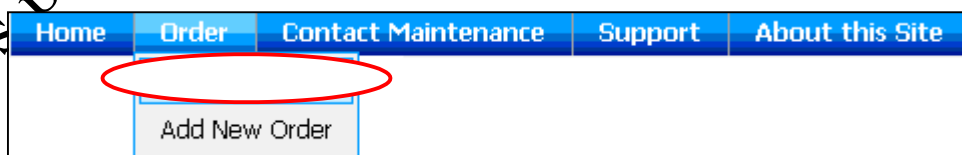
4. How to cancel an order

Order History allows you to view a list of orders that have been placed with your account code. A summary of orders placed will be displayed and specific orders can be selected to view or edit.

1. From the Home Page click 'View Order History' from the Shortcuts Menu:



Alternatively, the option is also available from the main menu bar:



Where an organisation has more than one associated distributor account, the Order History screen will display all the associated accounts similar to below.

Order History Results									
Account Info									
Date Created	Time	Order Ref	Customer Reference	Order Status	Scheduled Dispatch Date	Submission Date	Contact		
21/10/2011	09:26	000	BATH AND NORTH EAST SOMERSET PCT, BA2 5RP ---	Preparing for Dispatch	26/10/2011	21/10/2011	Mandy	DR RANDELL & PARTNERS, BA3 3PL	Select
+ Account Info: Sold To: Movianto Account 001									
BATH AND NORTH EAST SOMERSET PCT, BA2 5RP --- Shipped To: Movianto Account 001									
KEYHSHAM HEALTH CENTRE, BS31 1AF									
+ Account Info: Sold To: Movianto Account 001									
BATH AND NORTH EAST SOMERSET PCT, BA2 5RP --- Shipped To: Movianto Account 001									
PAULTON HOSPITAL, BS39 7SB									
+ Account Info: Sold To: Movianto Account 001									
BATH AND NORTH EAST SOMERSET PCT, BA2 5RP --- Shipped To: Movianto Account 001									
SCHOOL NURSES, BA2 5RP									

1. To view the orders of a particular distributor account, first select the account by clicking on the associated '+' button. This displays all the associated orders for the account.
2. The icon changes to a '-' indicating that the orders are fully visible. All the active orders associated with the account are displayed (as shown above).
3. To collapse the view again click on the '-' icon.
4. To view details of the order or amend the order click 'Select' on the right hand side. The status of the order needs to be stating '**Open Order – Waiting to be Dispatched**' to be amendable. See below for the different order status types.

Account Info									
Date Created	Time	Order Ref	Customer Reference	Order Status	Scheduled Dispatch Date	Submission Date	Contact		
24/10/2011	13:22	0002572877	FIELDHEAD SURGERY, LS18 4TY		01/11/2011	24/10/2011		FIELDHEAD SURGERY, LS18 4TY	Select

5. After clicking the 'Select' button, the order page will re-open. This will open the order page which you will be able to amend.

5. Order Status Types

Orders have one of the following order settings:

- (a) **Draft** – A draft order has been saved but not submitted (i.e. not sent to The Distributor).
- (b) **Allocating order number** – A brief period when an order has been submitted and is in the process of being allocated an order number by The Distributor.
- (c) **Open Order - Waiting to be Dispatched** – The order has been submitted and has been allocated an order number. However, the order is yet to be assembled or dispatched, therefore it can be amended.
- (d) **Preparing for Dispatch** – The order is in the process of being picked from the warehouse and therefore the order can no longer be amended or cancelled.
- (e) **Order Dispatched** – The order is complete and has left the warehouse for delivery or has already been delivered.

Please Note: Orders that have a status of 'Order being Picked' or 'Order Dispatched' can only be viewed and can no longer be amended. If you need to cancel an order with either of these statuses, please email Helpdesk@immform.org.uk or call the helpdesk on 0844 376 0040 immediately so we can cancel it on your behalf. Please note that an order cannot be cancelled once it is listed as 'Order Dispatched'.