

## VAOS Updated Ordering and Reporting Module

Texas Vaccines for Children (TVFC) and Adult Safety Net (ASN) providers,

The Texas Department of State Health Services (DSHS) Immunization program created a new process flow for ordering vaccines in the Vaccine Allocation and Ordering System (VAOS). The new process flow consists of seven updated pages – Facility, Shipments, Reporting, Inventory, Input Order, Order Review and Confirmation.

A [video tutorial](#) is available for this update. A job aid with instructions on how to use the updated ordering and reporting module of VAOS is also [available](#).

Facility allows providers to select the facility they are reporting or placing an order for, verify shipping information and upload a temperature log.

The screenshot shows the 'FACILITY' page in the VAOS system. The page has a navigation bar with tabs for FACILITY, SHIPMENTS, REPORTING, INVENTORY, INPUT ORDER, ORDER REVIEW, and CONFIRMATION. The 'FACILITY' tab is active.

**1. Select Facility and Upload Temperature Log**

Please select your facility name and upload your temperature log to begin the reporting process.  
**Please Note:** All fields marked with \* are required.

\* Ordering facility: Choose Facility (dropdown menu)

Temperature Log: Upload File (button) Or drop files (text)

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**2. Verify Shipping Information**

Please confirm that you have complied with the required conditions for your vaccine order that are listed below.  
If there are changes needed to address or normal hours of operation, please reach out to the enrollment team at [VacCallCenter@dshs.texas.gov](mailto:VacCallCenter@dshs.texas.gov).

**Shipping Address and Hours of Operation**

Shipping Address:

Please list all dates in the next two months when your office will be closed outside of your normal business hours:

[Empty text area for shipping address and hours of operation]

I verify that the above shipping address and my hours of operation are correct; and that staff are available to receive and store vaccine deliveries promptly during these times.

Shipments allows providers to acknowledge receipt of pending vaccine shipments.

✓ SHIPMENTS REPORTING INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

### Receive Shipments

Please allow up to 24 hours after receipt for an order to appear in VAOS.

Confirm the information on the shipment's packing slip with the contents of the box. The product received should match the shipments listed below.

- Make corrections to the LOT ID, Expiration Date, and Quantity (if applicable) before marking shipment received.
- Larger corrections or questions about your shipment should be directed to your Responsible Entity (RE) within 24 hours of delivery.

Reporting allows providers to report administration, vaccine loss and submit vaccine transfer requests.

✓ ✓ REPORTING INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

Admin Loss Transfer

Inventory allows providers to reconcile their physical inventory.

✓ ✓ ✓ INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

### Facility: ZZ TEST Data Purge

Ensure that you complete all other transactions prior to this step in the open ordering Module so that your quantity on hand is up to date.

- If inventory is correct, please select "No Inventory Changes".
- This page shows your current quantity on hand (TVFC/ASN/FLU Only) according to your most recent transactions.
- For any incorrect quantities, click the vaccine item number located on the left side of the screen. You must list a reason for any adjustment made to your quantity on hand.
- Please click 'Addline' to add any items that are not in your Electronic Inventory (example: received extra vaccine by mistake in a shipment). As a reminder, do NOT add private inventory into VAOS.

No Inventory Changes Addline

Input Order allows providers to enter vaccine requests, review the order for accuracy and submit for approval.

**Input Order**

Tips:

- Please select the vaccine(s) below and provide the quantity. If you order more than the suggested quantity, you should provide the reason for the deviation.
- Vaccines may be ordered only in increments according to the pack size.
- TVFC requires recording of doses administered up to the current date, inventory review and reconciliation (Master Vaccine Report) of all vaccines before an order can be submitted.
- If you are trying to order a vaccine that is not listed below, please ensure your Facility's Vaccine Choice is up to date.

Order Review gives providers a final opportunity to review the order before submission. Providers can use this page to confirm shipping, dose and quantity details are correct.

**Review and Submit**

Please review the items below. If you need to make changes to your order, select Back. If you have no changes to your order, select the Submit button on the bottom right.

**Shipping Details**

Facility: ZZ TEST Data Purge  
 Shipping Address: Preston Smith Road, Odessa, TX 79762

Vaccine Family	Name	Requested Quantity	Reason for Deviation
Hep B (Pediatric)	Engerix-B PFS 10 Pack; Ped	10	
MMR (Pediatric)	MMR II SDV 10 Pack; Ped	10	Test Reason for Deviation
MMRV (Proquad)	Proquad SDV 10 Pack; Ped	10	Test Reason for Deviation

Confirmation validates the order has been placed with DSHS.



## Your order request has been submitted!

### What's Next?

- Your Responsible Entity will now review your vaccine requests.
- Once approved, delivery can be expected between 3 - 15 business days.  
(depending on the presentation and storage requirements)
- After delivery, mark shipments as received, and if necessary, report discrepancies.

[TAKE ME HOME](#)

For questions regarding the update, contact your Responsible Entity.

Thank you for participating in the TVFC program.

Texas Department of State Health Services  
Immunization program