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WHAT DOES IT MEAN TO ‘PREBOOK’?

COVID19 vaccine is allocated by the NYS Vaccine Program. Prebooking COVID-19 vaccine will allow providers to request the full amount of vaccine they will need over the course of the COVID-19 Vaccine Program response, for specific targeted populations as well as general patient populations once vaccine is more plentiful. Providers can also choose to prebook an initial amount of vaccine and request more as the need arises. They will be able to view their requests and allocations, and order as needed. Currently, Prebooking functionality is only available for COVID19 vaccine.

FIRST STEPS

- To prebook, order and administer COVID19 vaccine, NYS providers must first enroll with the Vaccine Program using the COVID19 Vaccine Program Provider Enrollment application located on the Health Commerce System (HCS) from the link below:
<https://commerce.health.state.ny.us/hpn/ctrldocs/covidvacc/#/vaccinationProvider>
- Prebooking COVID19 vaccine is performed in NYSIIS. Users must have valid HCS and NYSIIS accounts and have taken NYSIIS training prior to accessing this functionality.



ACCESSING NYSIIS

Access NYSIIS via NYSDOH Health Commerce System (HCS)

Enter the Web Address: <https://commerce.health.state.ny.us>

A. Log in to the HCS Portal with your unique ID and password.

B. First time users must add the NYSIIS application to the My Applications section of the HCS Portal. This only needs to be added once and will remain in My Applications for all future access.

- From the top navigational bar, click on My Content then select All Applications.
- Click on the letter “N” and scroll down to locate NYSIIS - Production.
- Click on the green plus sign (+) to the far right.
- The application will automatically appear on the left side bar under My Applications.

From the HCS Homepage, click on NYSIIS – Production in your My Applications panel.

CREATE PREBOOKING

On the left side menu panel under the Inventory heading, click on Create Prebooking.

Create Prebook Request

Vaccine Program PIN:

X12345

Initiating Organization:

Lori's Pediatrics

Initiating User:

Lori Isabella-Rhoades

Org Phone:

(999)777-9999

Org Fax:

(000)999-9898

Request Date:

10/26/2020

Delivery Contact:

chuck norris

Delivery Address:

16 Fuller Road
SCHENECTADY, NY 12303

Delivery Days/Hours:

Tues 6:30AM-12:30PM
Thurs 7:00AM-1:30PM
Fri 7:00AM-6:00PM

Delivery Instructions

Submit Prebook Request

Prebook Request Status

Cancel

Event

Covid Pandemic Response

Campaign

cov1stres

Trade Name	Packaging Description	Manufacturer	Intent	Prior Year Prebooked	Prior Year Shipped	Prior Season Admin	Prior Season Wasted /Returned	Suggested Order Qty	Min Order Qty	Doses on Hand	# Doses to Prebook
COVID-19-28D	test package- box	GlaxoSmithKline (SKB)	Pandemic	0	0	0	0	0	25	0	
MMR II	M-M-R II	Merck & Co, Inc (MSD)	Pandemic	0	0	0	0	0	10	0	

Image: Create Prebook Request Screen



This screen will display your Vaccine Program PIN, organization contact info and delivery hours.

Event – the event field will default to the COVID-19 Event set up by NYSDOH. This is the only option to select.

Campaigns are set up by the Vaccine Program. Specific vaccines and NDC codes are grouped together to create campaigns. For COVID-19 vaccines, campaigns are set up to target different populations you may be vaccinating. For example, Health Care Workers, Patients 65 years and older, etc. Campaigns are assigned to an organization in NYSIIS and the Create Prebook screen and Manage Order screen will display any vaccine available to prebook or order based on the campaigns your organization is assigned.

Campaign – select the campaign you are prebooking for. You may belong to one or multiple campaigns within the COVID19 event.

- Vaccine available to prebook in the campaign selected will display in the table above.
- In the # Doses to Prebook column, enter the number of doses you want to prebook for that campaign.
- Once you've selected all COVID19 doses you want to request for the campaign, click the Submit Prebook Request button.
- You will be directed to the Prebook Request Status Page.

Note: If you have access to multiple campaigns, you must prebook for each campaign separately. To prebook for your next campaign, click Create Prebooking on the left side menu panel and follow the instructions from above again using a different campaign from the drop down.

MANAGE PREBOOKING

On the left side menu panel under the Inventory heading, click on Manage Prebooking.

The Prebook Request Screen will display a listing of all an organization's prebook requests, along with the status of those requests.



Prebook Request Status														
Take doses from current vaccine allocation...												Request or Deny Vaccine		
Change previously Prebooked vaccine amounts...												Edit Prebook Request		
Return to Home page...												Cancel		
Prebook Request List														
Event	Covid Pandemic Response													
Select	Trade Name	Packaging	Manufacturer	Intent	Campaign	Initiating User	Prebook Date	Prebook Status	Total Prebooked	Total Allocated	Total Requested	Declined and Returned to Pool	Doses on Hand	Available Now
<input type="checkbox"/>	COVID-19-21D	placeholder	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	Prebooked	5	0	0	0	0	0
<input type="checkbox"/>	COVID-19-21D	test covid vaccine (syringe)	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	Prebooked	10	0	0	0	0	0
<input type="checkbox"/>	COVID-19-21D	test covid vaccine (vial)	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Scott Coley	10/29/2020	Prebooked	1500	100	100	0	0	0
<input type="checkbox"/>	COVID-19-21D	test covid vaccine (vial)	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	Prebooked	200	100	0	0	0	100
<input checked="" type="checkbox"/>	COVID-19-21D	test covid vaccine (vial)	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Scott Coley	10/29/2020	Shipped	1500	55	55	45	0	0
<input type="checkbox"/>	COVID-19-28D	test covid vaccine 28D	GlaxoSmithKline(SKB)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	Prebooked	10	0	0	0	0	0
<input type="checkbox"/>	COVID-19-28D	test package-box	GlaxoSmithKline(SKB)	Pandemic	cov1stres	Lori Isabella-Rhoades	10/26/2020	Allocated	100	100	50	0	0	50
<input type="checkbox"/>	COVID-19-28D	test package-box	GlaxoSmithKline(SKB)	Pandemic	cov1stres	Lori Isabella-Rhoades	10/26/2020	Allocated	400	400	50	0	0	350

Image: Prebook Request Screen

Columns in the table include:

- Prebook Status
 - Prebooked – a prebook request has been submitted.
 - Substitution – a prebook request has been allocated, but substituted with a different vaccine.
 - Allocated – displays when the prebook has been completely allocated.
 - Declined – some or all of the Prebook request amount was allocated, but the user declined it.
 - Shipped – when a complete allocation is completely requested or a partial allocation is partly requested and the remaining is declined by the user.
 - Canceled – the user created a prebook request, then canceled or zeroed it out.
- Total Prebooked – total amount the user requested to prebook.
- Total Allocated – total number of doses that have been allocated by the Vaccine Program to date.
 - you can request vaccine once it has been allocated to your organization.
- Total Requested – how much of the total amount allocated you have requested to date.
- Declined and Returned to Pool – amount that you declined or opted to return to the State pool.
- Doses on Hand - how many doses are currently available in your inventory.
- Available Now – when you see doses in this column, it means doses from your prebook request have been allocated to your organization. You can request/order these doses.

To order available, allocated vaccine, select vaccine by clicking the checkbox on the Select column and then click the Request or Deny Vaccine button.



Request Vaccine										
Vaccine Program PIN:		X12345		Delivery Contact:		chuck norris				
Initiating Organization:		Lori's Pediatrics		Delivery Address:		16 Fuller Road SCHENECTADY, NY 12303				
Initiating User:		Lori Isabella-Rhoades		Delivery Days/Hours:						
Org Phone:		(999)777-9999		Tues		6:30AM-12:30PM				
Org Fax:		(000)999-9898		Thurs		7:00AM-1:30PM				
				Fri		7:00AM-6:00PM				
Delivery Instructions										
Ship # Doses from current vaccine allocation...										Submit
Ship all doses in full quantity allocated...										Accept All
Do not ship any doses at this time, hold for later...										Hold All
Do not accept any of the current allocated doses and return them to State for reallocation...										Decline All
Return to the previous screen...										Cancel
# Doses	Trade Name	Packaging	Manufacturer	Campaign	Min Order Qty	Intent	Doses On Hand	Doses Prebooked	Current Doses Allocated	Doses Remaining
<input type="text" value="0"/>	COVID-19-21D	test covid vaccine (vial)	Pfizer, Inc.(PFR)	cov1stres	5	Pandemic	0	1500	100	1400
<input type="text" value="0"/>	COVID-19-28D	test package- box	GlaxoSmithKline(SKB)	cov1stres	25	Pandemic	0	100	50	0

Image: Request Vaccine Screen

In the # Doses column, enter the number of doses you would like to order from your allocated quantity. You can order all, some, or none of the quantity you have been allocated.

Button options available on this screen are:

Submit – Submits the order for the number of doses indicated in the # Doses column. In the # Doses column, you would enter the number of doses you would like to order from your allocated quantity if it was less than the allocated quantity. You may want to order less than your full allocation to effectively manage your cold storage capacity.

- If you choose an amount less than the fully allocated amount, you will receive a pop up giving you two options:



Validation – Webpage Dialog

Your request needs confirmation

You are attempting to order less [COVID-19-21D, cov1stres, Pandemic] than what has been allocated to you at this time. Please verify the number of doses you are requesting.

You are attempting to order less [COVID-19-28D, cov1stres, Pandemic] than what has been allocated to you at this time. Please verify the number of doses you are requesting.

What do you want to do?

Please press Accept & Hold Remaining to accept order for entered number of doses and hold remaining doses for future request.

Please press Accept & Decline Remaining to accept order for entered number of doses and return remaining doses to State for re-allocation.

Decline Allocation? WARNING! If you decline allocated amount, the balance for this specified prebooking will be returned to the State for re-allocation.

Please press Cancel to change the number of doses you are requesting.

Accept and Hold Remaining Accept and Decline Remaining Cancel

- Accept & Hold Remaining - accepts the order and holds the remaining doses for future request.
 - the balance of doses remains allocated for 5 days.
- Accept & Decline ALL Remaining - you will be shipped the amount specified in # Doses column and decline ALL remaining doses back to the State pool.

Note: If you decline allocated quantity, your prebookings for the same vaccine (NDC/Intent) will be returned to the State for re-allocation.

- Accept All – Use this option to generate the order to include the full amount in the 'Doses Remaining' column for all of the prebooks listed. Each of the prebooks will be added to the order as a separate line item.
- Hold All – Holds your allocation so that you can request it at a later time.
- Decline All – Rejects the entire allocated amount for the current rows and places them back into the State pool.
Note: If you decline the allocated amount, your prebookings for the same vaccine (NDC) will be returned to State for re-allocation.
- Cancel – returns to the Prebook request screen.

To view the status of the order, use Manage Orders as you would any standard Vaccine Program order.

EDITING PREBOOKS

If you would like to make an edit to an existing prebook, click on Manage Prebooking on the left side menu panel under the Inventory heading.

Select the prebooks you would like to edit by checking the box under the Select column, then click the Edit Prebook Request button. NYSIIS will display the Modify Prebook Request screen.

Note: Providers can modify an original request if none or if a part of the Prebook has been allocated. If the prebook has been fully allocated, it is not possible to modify the prebook.



Modify Prebook Request:

Modify Prebook Request											
Vaccine Program PIN	X12345			Delivery Contact	chuck norris			<input type="button" value="Submit Updates"/>			
Initiating Organization	Lori's Pediatrics			Delivery Address	16 Fuller Road SCHENECTADY, NY 12303			<input type="button" value="Delete Prebook Request"/>			
Org Phone	(999)777-9999			Delivery Days/Hours Tues 6:30AM-12:30PM Thurs 7:00AM-1:30PM Fri 7:00AM-6:00PM Delivery Instructions							
Org Fax	(000)999-9898										
Original Prebook Request is Reflected Below											
Trade Name	Packaging	Manufacturer	Intent	Campaign	Initiating User	Prebook Date	Min Order Qty	Doses On Hand	Original Prebooked	Doses Remaining	Change Doses Prebooked To
COVID-19-21D	test covid vaccine (vial)	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	5	0	200	100	<input type="text" value="200"/>

To add quantity to your prebook request, enter the new quantity of vaccine you would like to request and click Submit Updates. This will add a new prebooking line with the additional doses requested.

To subtract quantity from your prebook request, enter the new quantity of vaccine that you would like to request and click Submit Updates. This will update the Total Prebooked column on the Prebook Request Status screen to display the new requested quantity.

SUBSTITUTIONS

In some instances, the Vaccine Program may have to substitute your order with a different type of COVID19 vaccine. Allocations will be filled based on vaccine availability and storage capacity of each provider. The Vaccine Program will attempt to give brand preference, but in order to ensure as many providers can receive vaccine as possible during limited supply, substitutions may be needed. If your prebook vaccine is substituted for another brand, you are strongly encouraged to accept the substitution. Denying a substitution may result in a delay in receiving vaccine.

A prebook allocated with a substitution will display underneath the initial prebook request row on the Manage Prebooking screen and will be highlighted in blue. Providers can then use the Request or Deny Vaccine button to place their orders for the vaccine or deny the allocation the same as they would do on their originally requested prebook requests.



Prebook Request Status

[Take doses from current vaccine allocation...](#)
[Request or Deny Vaccine](#)

[Change previously Prebooked vaccine amounts...](#)
[Edit Prebook Request](#)

[Return to Home page...](#)
[Cancel](#)

Prebook Request List

Event

Covid Pandemic Response

Select	Trade Name	Packaging	Manufacturer	Intent	Campaign	Initiating User	Prebook Date	Prebook Status	Total Prebooked	Total Allocated	Total Requested	Declined and Returned to Pool	Doses on Hand	Available Now
<input type="checkbox"/>	COVID-19-21D	placeholder	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	Cancelled	0	0	0	0	0	0
<input type="checkbox"/>	COVID-19-21D	test covid vaccine (syringe)	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	Prebooked	10	0	0	0	0	0
<input type="checkbox"/>	COVID-19-21D	test covid vaccine (vial)	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Scott Coley	10/29/2020	Prebooked	1500	100	100	0	0	0
<input type="checkbox"/>	COVID-19-21D	test covid vaccine (vial)	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	Prebooked	200	100	0	0	0	100
<input type="checkbox"/>	COVID-19-21D	test covid vaccine (vial)	Pfizer, Inc.(PFR)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	Prebooked	300	0	0	0	0	0
<input type="checkbox"/>	COVID-19-28D	test covid vaccine 28D	GlaxoSmithKline(SKB)	Pandemic	cov1stres	Lori Isabella-Rhoades	11/09/2020	Substitution	0	100	0	0	0	100

Note: Users cannot modify the quantity of a Substitution request.

MANAGE ORDERS

Traditionally, when providers order publicly funded vaccine through NYSIIS, they use the Manage Order functionality. With prebooking, once a provider organization requests vaccine they have been allocated, an order is automatically created with a status of Final-Approved. This means it's already been approved by the Vaccine Program and is ready to be sent to the CDC for fulfillment.

To view the status of your COVID19 vaccine order, click Manage Orders on the left side menu panel under the Inventory heading.

You will see a list of any current orders and their status.



organization **Lori's Pediatrics** • user **Lori Isabella-Rhoades** • role **Admin User (Provider)**

Manage Orders [Create Order](#)

Order List Show: ☐ Current ☐ Historical ☐ Both

Current Orders

User	Submit Date	Status	Order #
Lori Isabella-Rhoades	11/19/2020	FINAL-APPROVED	6
Lori Isabella-Rhoades	11/09/2020	SENT TO CDC	5
Lori Isabella-Rhoades	11/09/2020	SENT TO CDC	4
Lori Isabella-Rhoades	11/09/2020	SENT TO CDC	3
Lori Isabella-Rhoades	10/26/2020	SENT TO CDC	2
lyndsey hoyt	04/24/2020	PENDING	1

Historical Orders (last 30 days by default)

Show Historical Orders by Date From: To: [Refresh List](#)

User	Submit Date	Status	Order #
No Historical Orders Logged For Date Range			

To see the order details, click the Status hyperlink to review your order.

organization **Lori's Pediatrics** • user **Lori Isabella-Rhoades** • role **Admin User (Provider)**

View Order: 6

VFC PIN: X12345	Delivery Contact: chuck norris	Print Preview
Initiating Organization: Lori's Pediatrics	Delivery Address: 16 Fuller Road SCHENECTADY, NY 12303	Exit Page
Initiating User: Lori Isabella-Rhoades	Delivery Days/Hours:	
Org Phone: (999) 777-9999	Tues 6:30AM - 12:30PM	
Org Fax: (000) 999-9898	Thur 7:00AM - 1:30PM	
Order Created Date: 11/19/2020	Fri 7:00AM - 6:00PM	
Order Submitted Date: 11/19/2020	Delivery Instructions:	
Previous Order Date: 11/09/2020		
Order Status: FINAL-APPROVED		

Historical Notes

Created By	Create Date	Note
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Vaccines Ordered

Item #	Qty Ordered	Vaccine Group	Trade Name	NDC	Doses on Hand	Doses Admin	Qty Apprvd	Qty Shipped	Status
1	50	COVID-19-21D	COVID-19-21D	99199-0999-20	0	-	50		FINAL-APPROVED

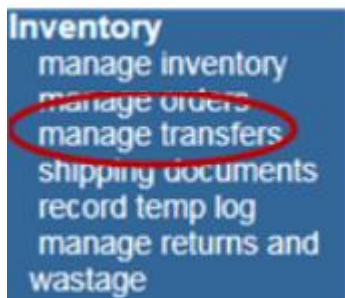
After your order has been fulfilled and shipped by the CDC, your order will display as Shipped.

When your shipment is physically received, check it over. Make sure you received what was ordered and approved and no vaccine has been damaged in transit. After placing the vaccine into your storage unit, you will log into NYSIIS and accept these vaccine lots into your NYSIIS inventory.



ACCEPTING TRANSFERS

Click on Manage Transfers on the left side menu panel:



This will take you to the Manage Transfer screen. If you have transfers that need to be accepted, they will display as hyperlinks under the Transfer ID column. A Transfer ID may have a single or multiple vaccine products ready to be accepted.

Manage Transfer

Create a New Transfer....

New Transfer

Display Date Range:11/05/2013To: 11/12/2013

Refresh List

Transfer List

Outbound Transfer

Create Date	Transfer ID	Order ID Number	Sending Org	Receiving Org	Ship Date	Accept Date
No Outbound Transfer.						

Inbound Transfer

Create Date	Transfer ID	Order ID Number	Sending Org	Receiving Org	Ship Date	Accept Date
11/08/2013	1781	1	NYS Vaccine Program	Dr. Smith Pediatrics	11/06/2013	

Click on one of the Transfer IDs that needs to be accepted. You will navigate to the Receive Transfer screen. Here you will see detailed information about the order including; quantity shipped, tradename, lot number, expiration date, and NDC description. Inspect the physical inventory received and make sure it matches all of the information in NYSIIS. Next, click the Accept Transfer button in the upper right-hand corner.



Receive Transfer

Accept Entire Transfer....

Accept Transfer

Return to the Previous Screen....

Cancel

Transfer Number: 1781

Created on: 11/06/2013

Sending Entity

Organization NYS Vaccine Program

Address ESP CORNING TOWER , ROOM 649
ALBANY, NY 12237

Contact NYS VAC PROG CONT

Phone # (800) 543-7468

Ship Date 11/06/2013

Receiving Entity

Organization Dr. Smith Pediatrics

Address 10 main street
ALBANY, NY 12303

Contact Lori Isabella

Phone # (518) 999-9999

Order # [1](#)

Transfer Vaccine Item

Qty	Vac Group	Trade Name	Lot Number	Exp Date	NDC Description	Ship Info
20	DTP/aP - Hib - Polio - Td/Tdap	Pentacel	2345678910	09/04/2019	DTAP-IPV-HIB, PKG 5 X 1 DOSE VIALS	UPS
10	Influenza	Flu-Mist	4345678914	09/07/2019	10 SPRAYERS, SYRGL, 10 DOSE PKG	UPS

Once the item or items are accepted, NYSIIS will populate your inventory with the lot information automatically.



APPENDIX – TABLE HEADER DEFINITIONS

Columns in the Prebook tables include:

Trade name	
Packaging Description	-based on NDC code.
Manufacturer	
Intent	-the ordering intent for all COVID19 vaccine will display as Pandemic.
Prior Year Prebooked	-in subsequent years this field will populate accordingly for this NDC.
Prior Year Shipped	-in subsequent years this field will populate accordingly for this NDC.
Prior Season Admin	-in subsequent years this field will populate accordingly for this NDC.
Prior Season Wasted/Returned	-in subsequent years this field will populate accordingly for this NDC.
Suggested Order Qty	-in subsequent years this field will populate accordingly for this NDC. based on the previous year's administered doses.
Min Order Qty	-the smallest quantity orderable. Based on the NDC packaging.
Doses on Hand	-How many doses are currently available in your inventory.
Campaign	-the campaign you selected when you prebooked that NDC.
Initiating user	-NYSIIS user who submitted the prebook request.
Pre-Book Date	-the date the prebook was submitted to the Vaccine Program.