

# Getting Started In VAOS

Last updated 4/8/25



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# Overview

- **Purpose**

- The following slides will provide a high-level overview of VAOS' different functions, an in-depth walkthrough of the steps for placing a provider's first order in VAOS, as well as a collection of FAQs and helpful information for new TVFC/ASN providers.

- **Audience**

- Newly Approved TVFC and ASN Providers



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  - [Step 4: Shipments, Reporting, and Inventory](#)
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3. [FAQs and Resources](#): commonly asked questions and links to valuable resources



# Accessing VAOS

*How to access your VAOS account*

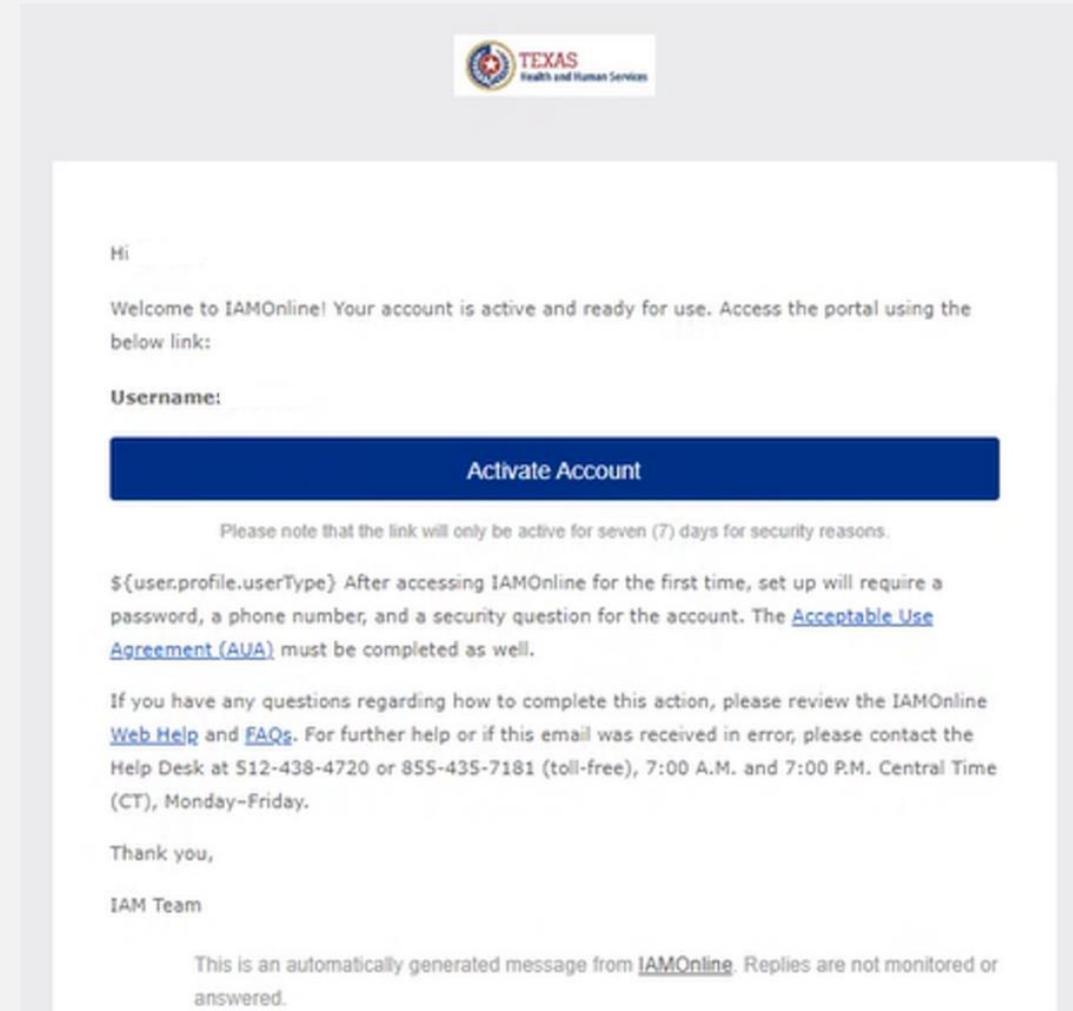


TEXAS  
Health and Human  
Services

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Health Services

# Logging in to IAMOnline

1. Your primary and secondary coordinators will receive an email from: [no-reply@okta.com](mailto:no-reply@okta.com)
2. The email will contain your username and a link to access IAMOnline, the Single Sign On system, for the first time. Click the "Activate Account" button.
3. You will be redirected to a web browser. From here, select "Use a one-time passcode".



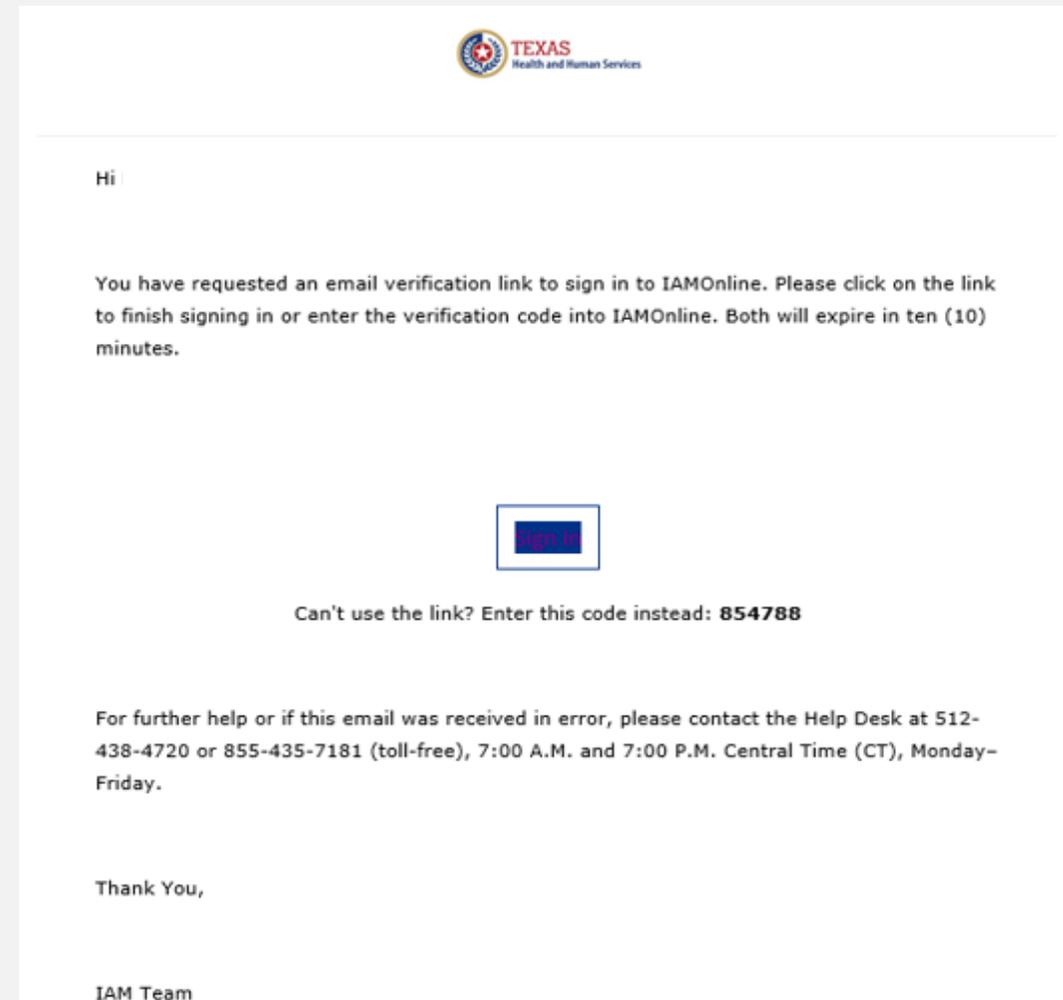
# Logging in to IAMOnline

4. Your one-time code will be emailed to you (pictured). Enter the code in your browser and select "Continue".
5. Create your password.
6. After the Password is created, you are now ready to log in to IAMOnline:  
<https://iamonline.hhs.state.tx.us/>

**Note:** DSHS strongly recommends bookmarking IAMOnline (link above) for your future use.

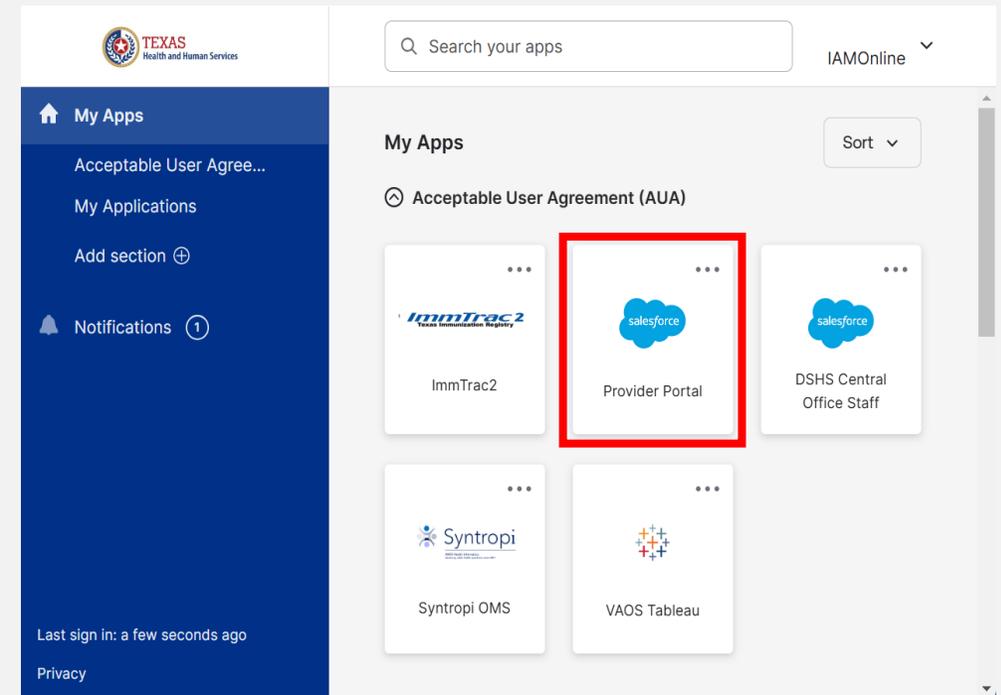


Texas Department of State  
Health Services



# IAMOnline Homepage

7. Once you've reached your IAMOnline Homepage, complete the Acceptable User Agreement (AUA) to unlock your applications.
8. Once AUA is completed, click the "Provider Portal" tile to access VAOS (pictured).



# Navigating VAOS Homepage

*What functions does VAOS offer?*



# VAOS Homepage

[Accounts](#)

[Enter Doses Administered](#)

[Reporting and Ordering \(TVFC/ASN/Flu\)](#)

[Reports](#)

[Flu Pre Book](#)

[Physical Inventory](#)

[Enter Vaccine Loss](#)

[TVFC/ASN/FLU Transfer Module](#)

[Updates & Resources](#)

Welcome to  
**Texas Vaccine Allocation & Ordering System**

One Stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunizations, and Pharmacy Units.

**Reporting + Ordering**

- Reporting + Ordering
- Transfer
- FLU Prebook FLU

**Reports**

- Biological
- Physical & Tally
- Expiring
- Waste
- Transfers
- View All

**Other Reporting**

- Waste
- Administered
- Inventory

**Training Links**

- Complete Monthly Reporting [View](#)
- Place a Vaccine Request [View](#)
- Report Vaccine Loss [View](#)
- Prebook FLU [View](#)
- [View All](#)

**Vaccine News**

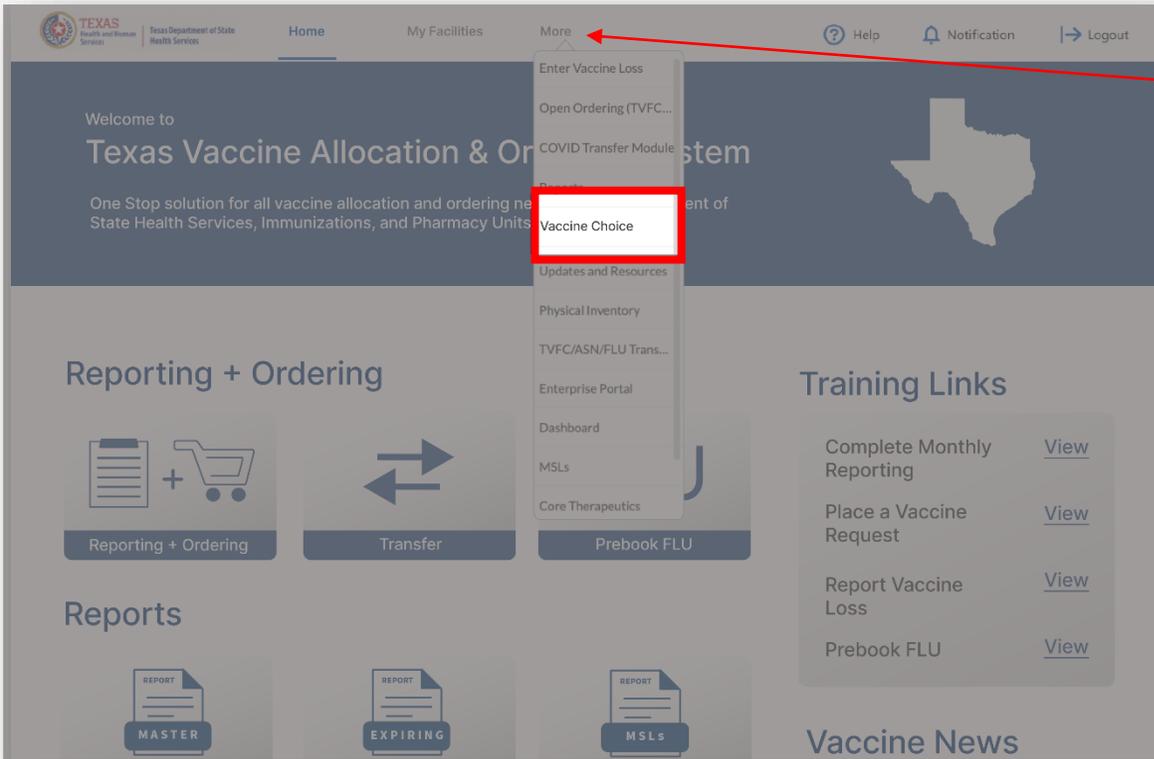
- FAQ: Monthly Reporting [View](#)
- Update: Transfer Issue [View](#)
- Update: Shipments Button [View](#)
- Update: Inventory Button [View](#)
- [View All](#)

[Update Choice \(TVFC/ASN/Flu\)](#)

[Core Therapeutics](#)

[Outbreak Response](#)

# Update Vaccine Choice (TVFC/ASN/FLU)



To **update vaccines available** for specific presentations and brand, select **“Vaccine Choice”** from the **“More”** drop-down menu.

Select your **facility** from the dropdown menu on the **Vaccine Choice Module Page**.

**Vaccine Choice**

- Select the checkbox next to each vaccine that you would like to order for your facility. Ensure you select the correct facility from the drop-down menu.
  - If this is your first time updating Vaccine Choice, de-select any vaccine not offered.
  - If everything looks accurate, you do not have to do anything!
  - After changes are made, select Submit at the bottom of the page.

Select Facility

ZZ TEST Data Purge ▾

Check All / Uncheck All

- > Texas Vaccines for Children (TVFC)
- > Adult Safety Net (ASN)
- > Influenza (FLU)

Submit

## In this section:

- Update Choice for vaccines offered at your facility.

For more information, please visit our VAOS job aid: [Reporting and Ordering](#)

# Accounts

Welcome to  
**Texas Vaccine Allocation & Ordering System**  
One Stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunizations, and Pharmacy Units.

## Reporting + Ordering



Welcome to  
**Texas Vaccine Allocation & Ordering System**  
One-stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunization Unit

**Accounts**  
All Accounts

2 items • Sorted by Created Date • Filtered by All accounts - Created Date • Updated a few seconds ago

Created Date	Account Name	Billing State/Pr...	Phone	Type	Owner First Name	Owner Last Na...
10/22/2020, 11:55 AM	TX Test	TX			Julia Ames	Durnan
10/26/2020, 1:56 PM	Texas County Hospital	TX		F	Integration	User

### In this section:

- View shipments, requests, account information, vaccine items.

Vaccine Allocations (6+)

Vaccine Items (6+)

Vaccine Shipments (6+)

Vaccine Shi...	Record Type	Allocation Do...	Quantity Sent
VSN-43385	Pre-Booking		50
VSN-43302	Pre-Booking		
VSN-43301	Pre-Booking		
VSN-43300	Pre-Booking		
VSN-43297	Pre-Booking		100
VSN-43296	Vaccine Trans...		10

For more information, please visit our VAOS job aid: [Facilities in VAOS](#)

# TVFC/ASN/FLU Transfer Module

## Reporting + Ordering



## Reports



### In this section:

- Complete any transfer requests for TVFC/ASN vaccines.

Reporting + Ordering

Reporting + Ordering   Transfer   Prebook FLU

Reports

Biological   Physical & Tally   Near Expiration

Admin   Loss   Transfer

### TVFC/ASN/FLU Vaccine Transfer Reporting

1. Communicate with the receiving provider. Confirm the address and hours of operation before shipping any vaccine.
2. Enter the six digit PIN of the receiving provider.
3. From the vaccine in your inventory, enter the number of doses for each lot number and the associated reason for transfer.
4. Select the checkbox on the top left of the list view to select and edit more than one record.
5. Add any additional details.
6. Click Save.

\* Select Transferring provider: Choose Transferring provider

\* Enter Receiving provider PIN: Enter Receiving provider PIN

Additional Details: Enter Additional Details

<input type="checkbox"/>	Inventor...	Vaccine	Vaccine Inte...	NDC	Lot Number	Expiration D...	Quantity On...	Quantity To ...	Select Reason	Selected Rea...	Explanation
--------------------------	-------------	---------	-----------------	-----	------------	-----------------	----------------	-----------------	---------------	-----------------	-------------

For more information, please visit our VAOS job aid: [TVFC/ASN Vaccine Transfers](#)

# Enter Doses Administered (TVFC/ASN/FLU)

## Reporting + Ordering



## Reports



## Other Reporting



### In this section:

- Track the **TVFC/ASN/FLU** doses you've administered to keep your inventory updated.

The screenshot shows the "Open Ordering" interface. At the top, there is a progress bar with steps: "REPORTING" (highlighted in blue), "INVENTORY", "INPUT ORDER", "ORDER REVIEW", and "CONFIRMATION". Below the progress bar, there are three buttons: "Admin" (highlighted with a red border), "Loss", and "Transfer". The main content area is titled "Facility: ZZ TEST Data Purge" and contains a list of instructions:

- Record your doses administered under the appropriate age group for each vaccine administered within the given date range.
- If a vaccine is administered to an age group different from the intended age group, a reason for administering to the incorrect population is a required field.
- Doses administered **MUST** be reported up to the current day in order to proceed to the Ordering screen.

Below the instructions is a section titled "Report Doses Administered" with a date range selector set to "From 10/30/2023" and "To 10/30/2023". At the bottom, there is a filter bar with the following options:  Vaccine, a dropdown menu, "Vac...", "Vaccine Family", "Item Number", "Lot Number", "Expiration Date", "Quantity On Hand", "0-18", "19 and Over", "Select Reason", and "Selected Reason".

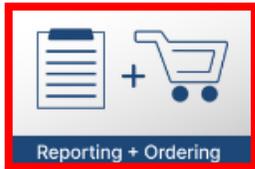
For more information, please visit our VAOS job aid:  
[TVFC/ASN Vaccine Administration Data](#)

# Physical Inventory

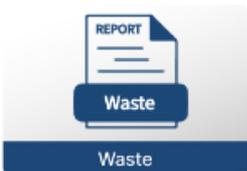


Please ensure that you also follow any reporting requirements outside of VAOS.

## Reporting + Ordering



## Reports



## Other Reporting



Open Ordering

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.

	Vaccine Item Nu...	Inte...	Vaccine Family	Vaccine	Vaccine Alert	Lot ID	Expiration Date	Quantity On Hand	Reason for Adjust...
1	<a href="#">VI-0385694</a>	PED	MMRV (Proquad)	<a href="#">Proquad SDV 10 Pack; Ped</a>		123456	07/10/2024	500	Error in Receiving
2	<a href="#">VI-0436627</a>	PED	Tdap (Pediatric)	<a href="#">Boostrix PFS 10 Pack; Ped</a>	Expired	11111	08/15/2023	27	Others

### In this section:

- Reconcile inventory
- View vaccine items
- Manually add vaccine items
- Enter physical count
- Acknowledge inventory accuracy

Facility

Choose Facility

VaccineProgram

Choose Vaccine Program

Vaccine

Choose Vaccine

Lot

Expiration date

Quantity on Hand (Doses)

Reason for addline

For more information, please visit our VAOS job aid: [TVFC/ASN Reporting Inventory Job Aid](#)

# Enter Vaccine Loss

## Reporting + Ordering

 Reporting + Ordering

 Transfer

 FLU  
Prebook FLU

## Reports

 Biological

 Physical  
Physical & Tally

 Expiring  
Near Expiration

 Waste

 Transfers

 View All →

## Other Reporting

 Waste

 Administered

 Inventory

### In this section:

- Report TVFC/ASN/FLUU vaccine loss amounts and reasons.

Open Ordering

✓ ✓ **REPORTING** INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

Admin **Loss** Transfer

Facility: ZZ TEST Data Purge

1. From the vaccine in your inventory, enter the number of doses that were wasted or expired for each vaccine lot. Use the drop down to select the reason for the loss
2. In the details box, enter a thorough explanation of the waste
3. Check any applicable boxes for the training that was conducted in order to prevent further loss. At least one check box must be checked.
4. Click Save.
5. After your Vaccine Loss records are saved and the green "Success" banner appears, use the "Download Vaccine Loss Report" button to retrieve your VLR in a PDF format.
6. If submitting waste for vaccines eligible for return, you will receive a return label from pkginfo@ups.com within one week.

\* Check All That Apply (must check at least one)

- Trained staff to notify HSR or LHD 90 days before expiration for any vaccine that will not be used by the expiration date.
- Trained Staff to rotate stock and use the vaccine with the soonest expiration date first.
- Trained staff to take immediate action to correct out-of-range temperatures and to contact their HD.
- None of the Above.

Vaccine Loss

	<input type="checkbox"/> Vaccine	Vac...	Vaccine Fam...	NDC	Lot Number	Expiration D...	Quantit...	Quantit...	Select Reason	Selecte...	Descrip...	How wil...
1	<input type="checkbox"/>	ActHib SDV 5 Pack Ped	PED	HIB (Pediatric)	49281-0545-03	TT546546	10/13/2062	886				

For more information, please visit our VAOS job aids:

[TVFC/ASN Reporting Waste](#)

# Open Ordering – Input Order

## Reporting + Ordering



Reporting + Ordering



Transfer

FLU

Prebook FLU

## Reports



Biological



Physical & Tally



Near Expiration



Waste



Transfers

[View All](#) →

## Other Reporting



Waste



Administered



Inventory

## In this section:

- Place vaccine orders as a TVFC/ASN/Flu provider.

### Open Ordering

Reporting + Ordering ✓ Transfer ✓ Prebook FLU ✓ **INPUT ORDER** ORDER REVIEW CONFIRMATION

## 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.

**Facility : ZZ TEST Data Purge**

**Texas Vaccines for Children (TVFC)**

**Vaccine Family : DTaP** **Suggested Quantity : 0**

<input type="checkbox"/> Daptacel SDV 10 Pack; Ped	Pack Size	10	Requested Quantity	Reason For Deviation
<input checked="" type="checkbox"/> <b>Infanrix PFS 10 Pack; Ped</b>	Pack Size	10	<b>200</b>	<b>vaccine drive</b>

For more information, please visit our VAOS job aid: [Reporting and Ordering](#)

# Open Ordering – Order Review

Open Ordering

✓ ✓ ✓ ✓ ✓ ORDER REVIEW CONFIRMATION

### 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.

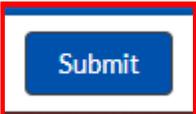
**Shipping Details**

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

Vaccine Family	Name	Requested Quantity	Reason for Deviation
DTaP	Infanrix PFS 10 Pack; Ped	200	vaccine drive
HIB (Pediatric)	ActHib SDV 5 Pack; Ped	50	
MMRV (Proquad)	Proquad SDV 10 Pack; Ped	200	back to school

**In this section:**

- Review vaccine requests for TVFC/ASN/Flu as a provider.



For more information, please visit our VAOS job aid: [Reporting and Ordering](#)

# Open Ordering – Order Review



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

## In this section:

- Confirm submission of vaccine requests for TVFC/ASN/Flu as a provider.

For more information, please visit our VAOS job aid: [Reporting and Ordering](#)

# Flu Pre Book

Welcome to

## Texas Vaccine Allocation & Ordering System

One Stop solution for all vaccine allocation and ordering needs for the Department of State Health Services, Immunizations, and Pharmacy Units.

### Reporting + Ordering



### In this section:

- Indicate whether you will or will not be ordering Influenza doses for the upcoming season.
- Submit the number of doses you want to receive by presentation.
- Applies only to **TVFC** providers.
- *Pre-Booking only available in January.*

Choose Facility

\*Do you intend on ordering influenza vaccine for the 2021-2022 flu season?

NO, I do NOT want to order ANY influenza vaccine for the 2021-2022 influenza season

YES, I will be placing an order for influenza vaccine for the 2021-2022 influenza season.

Please note:  
**Place all orders in DOSES (not vials).**  
**For ordering purposes, 1 multi-dose vial = 10 doses.**

Abbreviations

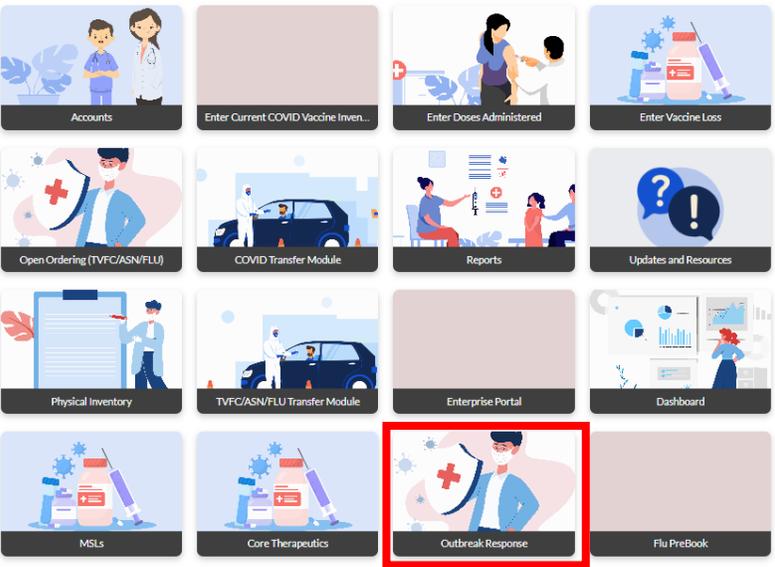
Place your flu vaccine order (in multiples of 10 only):

Afluria (Seqirus) 0.25 mL PFS 6 mos-35 mos	<input type="text"/>
Fluarix (GSK) 0.5 mL PFS 6 mos-18 yrs	<input type="text"/>
Flulaval (GSK) 0.5 mL PFS 6 mos-18 yrs	<input type="text"/>
Fluzone (Sanofi) 5 mL MDV 6 mos-18 yrs	<input type="text"/>
FluMist (AstraZeneca) Sprayer 2 yrs-18 yrs	<input type="text"/>
Fluzone (Sanofi) 0.5 mL SDV 6 mos-18 yrs	<input type="text"/>
Fluzone (Sanofi) 0.5 mL PFS 6 mos-18 yrs	<input type="text"/>
Flucelvax (Seqirus) 0.5 mL PFS 4 yrs-18 yrs	<input type="text"/>
Flucelvax (Seqirus) 5 mL MDV 4 yrs-18 yrs	<input type="text"/>

Total : 0

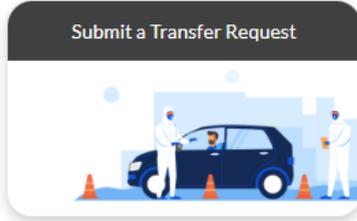
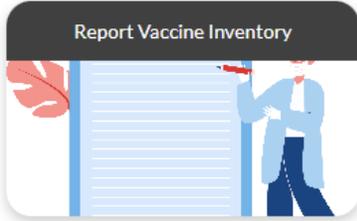
For more information, please visit our VAOS job aid: [TVFC Flu Pre-Book in VAOS](#)

# Outbreak Response



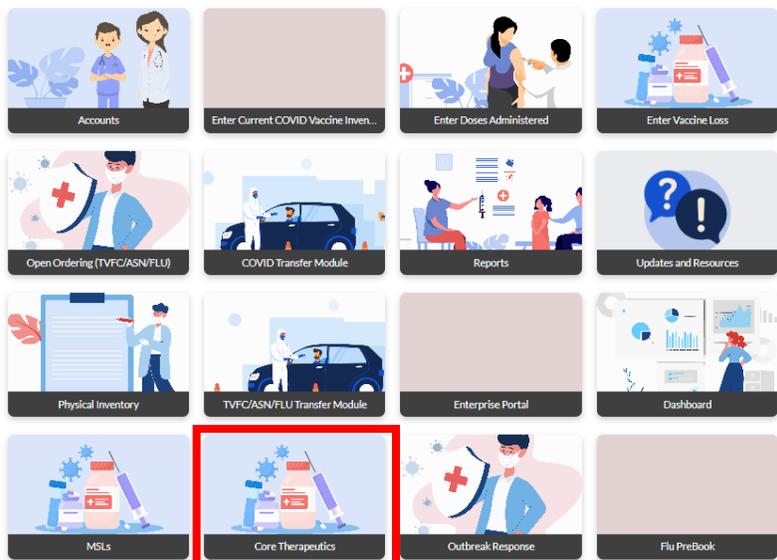
**In this section:**

- Report loss, administrations, and inventory of outbreak-specific vaccine products
- Submit transfer requests of outbreak-specific vaccine products



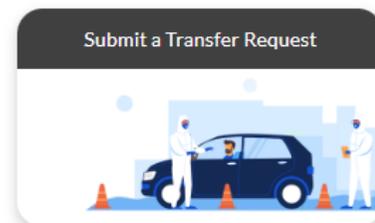
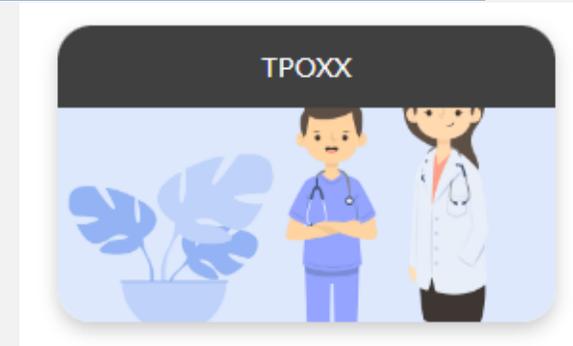
This section applies to vaccine products used for an **acute disease outbreak**, including products not covered by the TVFC, ASN, Flu, or COVID programs.

# Core Therapeutics



## In this section:

- Report loss, administrations, and inventory of specific therapeutic products
- Submit transfer requests of specific therapeutic products



This section applies to therapeutics products used for an **acute disease outbreak**, including products not covered by the TVFC, ASN, Flu, or COVID programs.

# Reports

## Reports

REPORT

Biological

Biological

REPORT

Physical

Physical & Tally

REPORT

Expiring

Near Expiration

REPORT

Waste

Waste

REPORT

Transfers

Transfers

View All →

Provider PIN	Vaccine	NDC	Lot	Expiration	Vaccine Alert	Automated Total	Physical Count	Adjustment	Reason for Adjustment	Beginning Doses	Doses Received	Doses Administered* (0-18yrs)	** (19yrs and older)	Doses Transferred Out (Viable Vaccine)	Expired or Wasted Doses Returned (Non-Viable Vaccine)
123456	COVID (Pediatric)														
123456	Pfizer MDV3, 30 Pack (6m-4y); PED	59267-4315-02	123456	10/15/2065		964	191	773	Others	967	0	1	0	0	2
123456	COVID (Pediatric) Total					964	191	773		967	0	1	0	0	2
123456	DT														
123456	*DT SDV 1 Pack; Ped														
123456	DT Total														
123456	DTaP														
123456	Daptacel SDV 10 Pa Ped														
123456	Infanrix PFS 10 Pack;														
123456	Infanrix PFS 10 Pack;														
123456	Daptacel SDV 10 Pa Ped														
123456	Infanrix PFS 10 Pack;														
123456	Infanrix PFS 10 Pack;														
123456	Daptacel SDV 10 Pa Ped														
123456	Infanrix PFS 10 Pack;														
123456	Infanrix PFS 10 Pack;														
123456	DTaP Total														

### Texas Wasted or Expired Vaccines

PIN : 123456  
 Facility Name : ZZ TEST Data Purge  
 Address : Preston Smith Road,  
 Odessa, TX, 79762, United States

Phone :  
 Contact : ZZ Test Data Purge

- Trained staff to notify HSR or LHD
- Trained Staff to rotate stock and
- Trained staff to take immediate ac

VAN	Vaccine
VA-133033832	ActHib SDV 5 Pack; Ped

#### Instructions:

1. Contact your local or state health
2. Do not return open multidose vials
3. Wasted/expired vaccines do not r
4. Place a completed copy of this reg
5. Keep a copy of this form for your f

NDC and Vaccine	Intent (ADU or PEDI)	Lot and Expiration	0-18 Years Doses Administered	19 Years and Over Doses Administered	Physical Count From Refrigerator/Freezer	Comment
59267-4315-02 Pfizer MDV3, 30 Pack (6m-4y); PED	PED	123456 20651015				
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	C5883AA 20241015				
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	C5969AD 20241015				
49281-0286-10 Daptacel SDV 10 Pack; Ped	PED	G67JN11 20240831				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	23T73 20241015				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	456HHH 20241127				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	7KM94 20231031				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	LS444 20241015				
58160-0810-52 Infanrix PFS 10 Pack; Ped	PED	TEST12345 20251031				
58160-0811-52 Pediarix PFS 10 Pack; Ped	PED	27MF4 20241015				
58160-0811-52 Pediarix PFS 10 Pack; Ped	PED	7L9PZ 20241015				
58160-0811-52 Pediarix PFS 10 Pack; Ped	PED	B4722 20241015				
58160-0811-52 Pediarix PFS 10 Pack; Ped	PED	J953N 20241015				

PIN: 123456

### In this section:

Review and download reports on your VAOS activity.

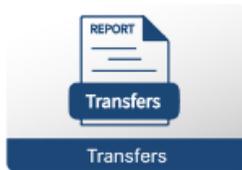
For more information, please visit the reports job aid: [Generating Reports in VAOS](#)

# Training Links and Vaccine News

## Reporting + Ordering



## Reports



## Training Links

Complete Monthly Reporting [View](#)

Place a Vaccine Request [View](#)

Report Vaccine Loss [View](#)

Prebook FLU [View](#)

[View All](#)

## Vaccine News

FAQ: Monthly Reporting [View](#)

Update: Transfer Issue [View](#)

Update: Shipments Button [View](#)

Update: Inventory Button [View](#)

[View All](#)

### In this section:

- View contact information for support
- View resources to navigate VAOS and the ordering process.

Home Accounts Enter Current COVID Vaccine Inventory Enter Doses Administered Enter Vaccine Loss More ▾

### TVFC ASN Monthly Reporting Reminder

TVFC/ASN Program providers must complete monthly reporting by the 5th of each month per [Chapter 3, Section VIII in the TVFC and ASN Provider Manual](#). Monthly reporting is required even if a provider does not order vaccine during the reporting month.

The following reports must be completed in the Vaccine Allocation and Ordering System (VAOS):

Required:

- Temperature Logs
- Doses Administered
- Physical Inventory

If applicable:

- Vaccine loss
- Receipt of vaccine shipments
- Vaccine transfers

If you are not familiar with how to report TVFC/ASN vaccine inventory into VAOS, please access the job aid on Physical Inventory in VAOS [here](#). Once your required monthly reporting has been completed and you are back in compliance with TVFC/ASN Program requirements, your ordering privileges will be fully restored. Thank you for your continued participation in the TVFC/ASN Program(s).

Texas Department of State Health Services  
Immunization Program

Files (1)

QSG Docebo
Oct 24, 2023 • 1.91MB • pptx

[View All](#)

Contact Us | Visitor Information | Compact with Texans | File Viewing Information | Site Policies | Texas HHS | Jobs at DSHS

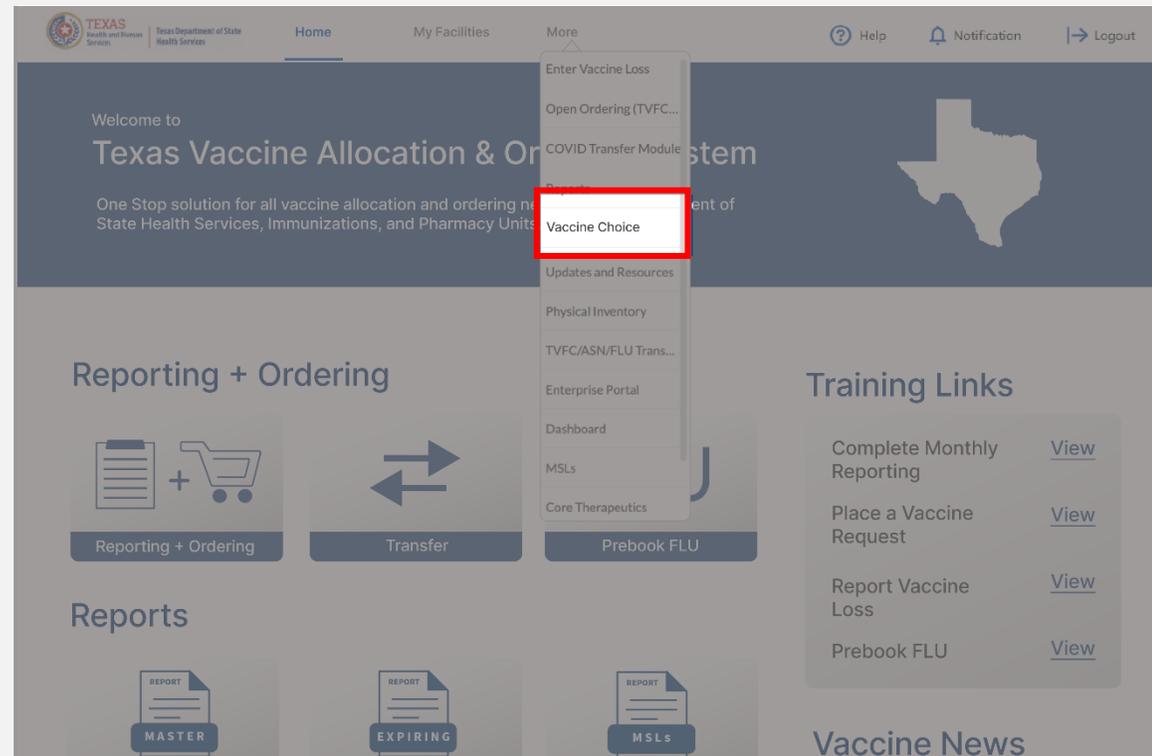
# Reporting & Ordering

## *Step 1: Update Vaccine Choice*



# Update Vaccine Choice

If you are a new TVFC/ASN provider, or you have not reviewed your vaccine selections recently, update your vaccine choice before reporting and ordering. On the VAOS Provider Portal, select **Vaccine Choice** from the **More** menu.



# Update Vaccine Choice

1. Select your facility from the drop-down menu.
2. Each program you are enrolled in will populate on the screen. Expand each list and select or un-select the presentations you wish to view on your order screen.
3. After making all changes, click Submit.

### Vaccine Choice

- Select the checkbox next to each vaccine that you would like to order for your facility. Ensure you select the correct facility from the drop-down menu.
  - If this is your first time updating Vaccine Choice, de-select any vaccine not offered.
  - If everything looks accurate, you do not have to do anything!
  - After changes are made, select Submit at the bottom of the page.

**1** Select Facility

ZZ TEST Data Purge ▾

Check All / Uncheck All

> Texas Vaccines for Children (TVFC)

> Adult Safety Net (ASN)

Submit

Check All / Uncheck All

▼ **Texas Vaccines for Children (TVFC)**

COVID (Pediatric)	DTaP	DTaP-Hep B-IPV
<input checked="" type="checkbox"/> Pfizer SDV, 10 Pack (12y+); PED	<input checked="" type="checkbox"/> Daptacel SDV 10 Pack; Ped	<input checked="" type="checkbox"/> Pediarix PFS 10 Pack; Ped
<input checked="" type="checkbox"/> Pfizer MDV3, 30 Pack (6m-4y); PED	<input checked="" type="checkbox"/> Infanrix PFS 10 Pack; Ped	
<input checked="" type="checkbox"/> Pfizer SDV, 10 Pack (5y-11y); PED		
<input checked="" type="checkbox"/> Novavax MDV5, 2-Pack (12y+); PED		
<input checked="" type="checkbox"/> Moderna SDV, 10 Pack (12y+); PED		
<input checked="" type="checkbox"/> Moderna SDV, 10 Pack (6m-11y); PED		

DTaP-IPV	DTaP-IPV-HIB	DTaP-IPV-HIB-Hep B

Td (Adult)	Tdap (Adult)
<input type="checkbox"/> Tenivac PFS 10 Pack; Adu	<input type="checkbox"/> Boostrix PFS 10 Pack; Adu
<input type="checkbox"/> Tenivac SDV 10 Pack; Adu	<input checked="" type="checkbox"/> Boostrix SDV 10 Pack; Adu
<input checked="" type="checkbox"/> Td VAX SDV 10 Pack; Adu	<input type="checkbox"/> Adacel PFS 5 Pack; Adu
	<input checked="" type="checkbox"/> Adacel SDV 10 Pack; Adu

**3** Submit

# Reporting & Ordering

## *Steps 2-6*



# Step 2: Access Reporting & Ordering tile

After updating your Vaccine Choices, return to your VAOS Homepage and click on the “**Reporting + Ordering**” tile to begin the ordering process.

The screenshot shows the Texas Vaccine Allocation & Ordering System (VAOS) homepage. The page features a navigation bar at the top with the Texas Department of State Health Services logo, links for Home, My Facilities, and More, and utility links for Help, Notification, and Logout. The main header area includes a welcome message and a map of Texas. The central content area is divided into several sections:

- Reporting + Ordering:** This section contains three tiles: "Reporting + Ordering" (highlighted with a red box), "Transfer", and "FLU Prebook FLU".
- Reports:** This section contains six tiles: "Biological", "Physical & Tally", "Expiring", "Waste", "Transfers", and "View All".
- Other Reporting:** This section contains three tiles: "Waste", "Administered", and "Inventory".
- Training Links:** This section contains four links: "Complete Monthly Reporting", "Place a Vaccine Request", "Report Vaccine Loss", and "Prebook FLU", each with a "View" link.
- Vaccine News:** This section contains four links: "FAQ: Monthly Reporting", "Update: Transfer Issue", "Update: Shipments Button", and "Update: Inventory Button", each with a "View" link.

# Step 3: Facility Page & Temperature Log Upload

1. Select the facility you wish to report and place an order for from the drop-down menu under **\*Ordering facility**.
2. Select **Upload Files** to upload your Temperature Log.
3. Verify your shipping information and list any out of office dates that are outside of your normal business hours in the next two months.

Open Ordering

FACILITY SHIPMENTS REPORTING INVENTORY INPUT ORDER ORDER REVIEW CONFIRMATION

### 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  
ZZ TEST Data Purge

Temperature Log:  
Upload Files Or drop files

### 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

Shipping Address: Preston Smith Road, Odessa, TX 79762

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

\*  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.

Back Continue

**NOTE:** The **Continue** button will be greyed out until you verify that your shipping information is correct.

# Step 4: Shipments, Reporting, and Inventory

Because this is your first time using VAOS to order, you won't have any reporting requirements on the Shipments, Reporting, and Inventory pages in the Reporting & Ordering flow. As such, you can follow the instructions below to bypass these pages to reach the Input Order page.

*Please note that these reporting requirements will be in place next time you place an order in VAOS.*

The screenshots show the following pages:

- Shipments Page:** Shows a progress bar with 'SHIPMENTS' selected. Below it, a table titled 'Facility: ZZ TEST Data Purge' with columns for Vaccine Shipment Number, Vaccine Name, Lot ID, Expiration Date, Quantity Sent, Quantity Received, Doses Passing Inspection, Doses Failed Inspection, Select Discrepancy Reason, and Selected Discrepancy Reason. A 'Continue' button is in the bottom right corner.
- Reporting Page:** Shows a progress bar with 'REPORTING' selected. Below it, a table titled 'Facility: ZZ TEST Data Purge' with columns for Vaccine, Vac-, Vaccine Family, Item Number, Lot Number, Expiration Date, Quantity On Hand, 0-18, 19 and Over, Select Reason, and Selected Reason. A 'Continue' button is in the bottom right corner.
- Inventory Page:** Shows a progress bar with 'INVENTORY' selected. Below it, a table with columns for Vaccine Item Number, Inte..., Vaccine Family, Vaccine, Vaccine Alert, Lot ID, Expiration Date, Quantity On Hand, and Reason for Adjustm... A 'No Inventory Changes' button is highlighted with a red box and a red arrow pointing to it from a '1' in a red box. A 'Continue' button is in the bottom right corner, with a '2' in a red box next to it.

**Shipments Page**  
To bypass, click 'Continue' in bottom right corner

**Reporting Page**  
To bypass, click 'Continue' in bottom right corner

**Inventory Page**  
To bypass, click 'No Inventory Changes' (1), then click 'Continue' (2) in bottom right corner

# Step 5: Input Order

**NOTE:** If you did not upload a temperature log, you will be prompted to do so upon accessing the order screen and must complete this to submit an order.

1. Open each program's section and enter your vaccine requests in doses and in multiples of the pack size.
2. Enter a reason for deviation for each quantity requested that is greater than your suggested quantity.
3. After entering all vaccines you wish to request, click **Continue**.

The screenshot shows the 'Input Order' page in a web application. At the top, a progress bar indicates the current step is 'INPUT ORDER', with previous steps marked with checkmarks and subsequent steps labeled 'ORDER REVIEW' and 'CONFIRMATION'. The main heading is 'Input Order'. Below this, there are 'Tips' and a 'Facility : ZZ TEST Data Purge' label. Two expandable sections are visible: '> Texas Vaccines for Children (TVFC)' and '> Adult Safety Net (ASN)'. A blue footer bar contains various links like 'Contact Us', 'Visitor Information', etc. At the bottom of the page, there are 'Back' and 'Continue' buttons. The expanded 'Texas Vaccines for Children (TVFC)' section shows a 'Vaccine Family : DTaP' and a 'Suggested Quantity : 2620'. A table lists vaccine options with checkboxes, pack sizes, and input fields for quantities. One entry is 'Daptacel SDV 10 Pack; Ped' with a checked checkbox, a pack size of 10, and a quantity field containing '50'. A text box next to it contains 'increase in patient population'.

INPUT ORDER

ORDER REVIEW

CONFIRMATION

### 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.

Facility : ZZ TEST Data Purge

> [Texas Vaccines for Children \(TVFC\)](#)

> [Adult Safety Net \(ASN\)](#)

Contact Us | Visitor Information | Compact with Texans | File Viewing Information | Site Policies | Texas HHS | Jobs at DSHS  
Texas Homeland Security | Statewide Search | dshs.texas.gov | Texas Veterans Portal | Privacy Practices | Report Fraud, Waste, and Abuse

Back

Continue

▼ [Texas Vaccines for Children \(TVFC\)](#)

Vaccine Family : DTaP

Suggested Quantity : 2620

<input checked="" type="checkbox"/>	Daptacel SDV 10 Pack; Ped	Pack Size	10	50	increase in patient population
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# Step 6: Order Review

1. Review all the vaccines requested on the **Order Review Page**.
2. If you need to change any vaccines or quantities requested, click **Back**. If you have no changes and are ready to submit your order, click **Submit**.

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
DTaP	Daptacel SDV 10 Pack; Ped	50	increase in patient population
DTaP-Hep B-IPV	Pediarix PFS 10 Pack; Ped	10	
DTaP-IPV	Quadracel PFS 10 Pack; Ped	20	
Hep B (Adult)	Engerix-B PFS 10 Pack; Adu	10	
MCV4 (Adult)	MenQuadFi SDV 5 Pack; Adu	5	
MMRV (Proquad)	Proquad SDV 10 Pack; Ped	10	increase
PPSV23 (Pediatric)	Pneumovax 23 PFS 1 Pack; Ped	4	

[Back](#) [Submit](#)

# Order Confirmation

You will receive an order confirmation message. Click **Take Me Home** to return to the homepage of your VAOS Provider Portal.



**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](#)

# FAQs and Additional Resources



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# Common FAQs

Question	Answer
<b>My shipment of TVFC Vaccines hasn't arrived. What do I do?</b>	Consult the Vaccine Shipment record (VSN) within VAOS and look up the Shipment Tracking Number with the appropriate courier. Contact <a href="mailto:TXVaccineOrders@dshs.texas.gov">TXVaccineOrders@dshs.texas.gov</a> with any issues or concerns.
<b>My Vaccine Shipment is non-viable or questionable, what do I do?</b>	First call the "hot temp" phone numbers for McKesson <sup>5</sup> , Merck <sup>6</sup> , or Pfizer <sup>7</sup> the same day the vaccines are received. Next, notify your RE and DSHS central office. <sup>1</sup>
<b>What should I do if one, or both, of the Vaccine Coordinators at my facility need updating?</b>	Work with your RE and DSHS central office <sup>2</sup> to complete a Changes to Enrollment Form (CTEF). Please note, CTEFs are not accepted during TVFC/ASN annual re-enrollment.
<b>A vaccine presentation I would like to order is not visible on the TVFC/ASN Open Ordering page. How can I order it?</b>	Once enrolled in the correct immunization programs, update your "Vaccine Choices" to include any presentations that your facility offers. Please contact your RE and DSHS central office <sup>1</sup> with additional questions.

## More Questions? Give us a shout!

### 1 [TXVaccineOrders@dshs.texas.gov](mailto:TXVaccineOrders@dshs.texas.gov)

- TVFC/ASN provider troubleshooting
- McKesson/Merck/Pfizer Inquiry coordination
- Flu prebook/allocation
- Requesting a return label

### 2 [VacCallCenter@dshs.texas.gov](mailto:VacCallCenter@dshs.texas.gov) or 888-777-5320

- TVFC enrollment and withdrawal
- TVFC changes to enrollment/ Vaccine Coordinator
- TVFC compliance suspensions
- Data Logger Certificates of Calibration
- Supply order requests (ex. data loggers, storage bins, etc.)
- Provider VAOS access

### 3 [ASNInfo@dshs.texas.gov](mailto:ASNInfo@dshs.texas.gov)

- ASN enrollment and withdrawal
- ASN changes to enrollment
- ASN suspensions

### 4 [IQIP@dshs.texas.gov](mailto:IQIP@dshs.texas.gov)

- Immunization Quality Improvement for Providers (IQIP) questions
- Provider Education, Assessment and Reporting (PEAR) questions
- IQIP/PEAR TVFC suspensions and restorations

### 5 877-836-7123 Contact McKesson

### 6 800-637-2579 Contact Merck

### 7 701-540-4039 Contact Pfizer

# Additional Resources

Click below to access more support resources:

- [Vaccine Allocation & Ordering System \(VAOS\)](#)
- [Texas Vaccine Management Homepage](#)
- [Texas Vaccine for Children Program Page](#)
- [Adult Safety Net Program Page](#)
- [TVFC/ASN Provider Journey](#)

