

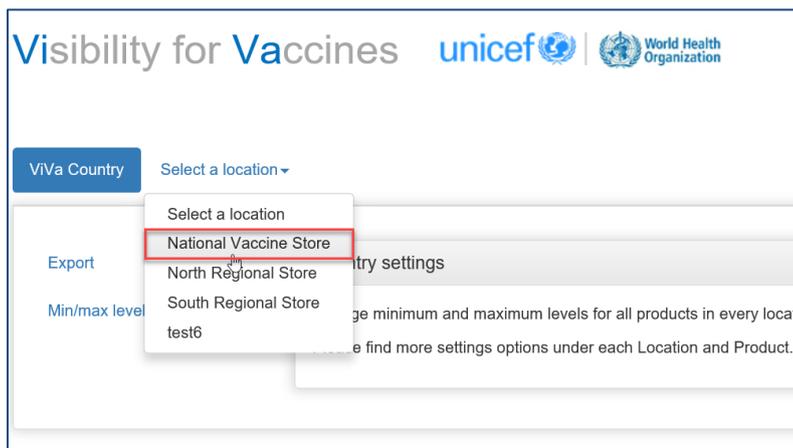
ViVa *Visibility for Vaccines*



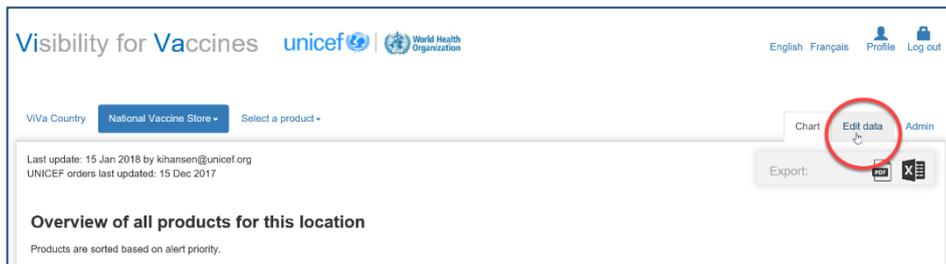
QUICK REFERENCE: **Creating non-UNICEF orders**

UNICEF estimated and confirmed orders are updated on a weekly basis by the ViVa Project Team at UNICEF Supply Division. However, it is also possible for country users to visualize **non-UNICEF orders** in ViVa by entering the order information manually.

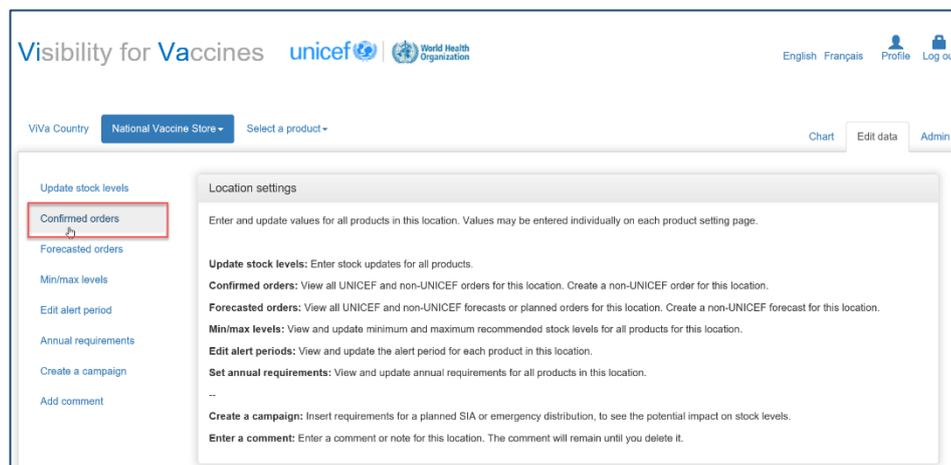
1 From the initial page, click on “Select a location” and choose your store.



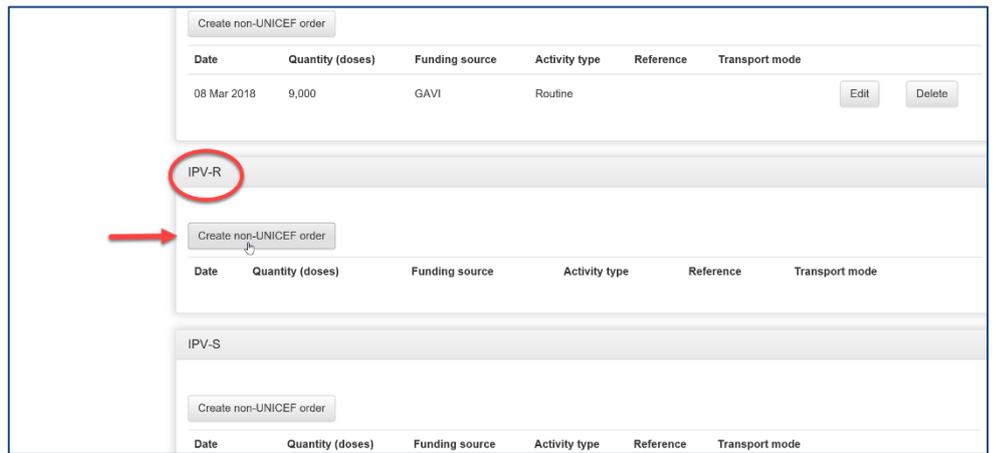
2 From the Location Overview page, click on “Edit data”.



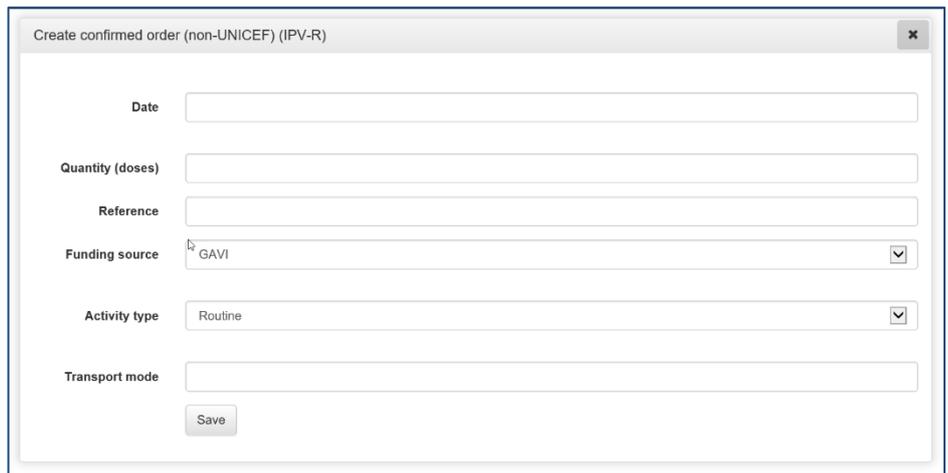
3 You will see a list of options in the left column. Click on “confirmed order” (for entering an order that is not confirmed click on “forecasted order”)



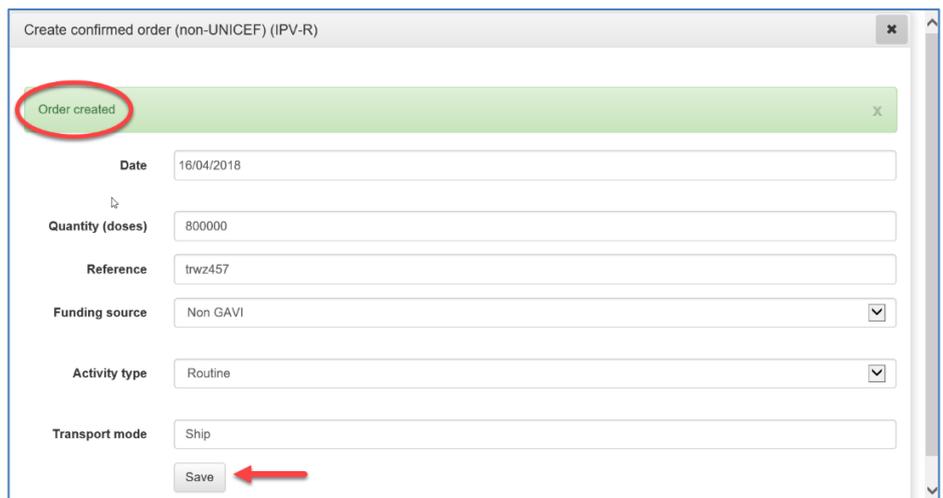
4 A list of all the vaccines will appear. Scroll down until to find the vaccine you want to add and click "create non-UNICEF order".



5 A pop-up window will appear. Complete the order information and click "save". The message "Order created" should appear before exiting.



Note: In the field "Date" enter the estimated date of arrival of the order, not the present date.



If the order has been created correctly, the information should now appear on the vaccine card.

IPV-R Stocking out

Stocks levels will be below buffer soon, and no confirmed orders have been detected. Place a new order as soon as possible.

Stock (doses)	830,000
Stock (months)	3
Time to minimum (weeks)	3
Time to stockout (weeks)	15

Next confirmed order:

Estimated arrival	None
Doses and Reference	None

Next forecasted order:

Date	None
Doses	None

Before

IPV-R No alert

No alert detected for the upcoming period.

Stock (doses)	830,000
Stock (months)	3
Time to minimum (weeks)	3
Time to stockout (weeks)	29

Next confirmed order:

Estimated arrival	16 Apr 2018
Doses and Reference	800,000 (trwz457)

Next forecasted order:

Date	None
Doses	None

After

The stock projection line on the vaccine chart will also be adjusted by the new confirmed order.

