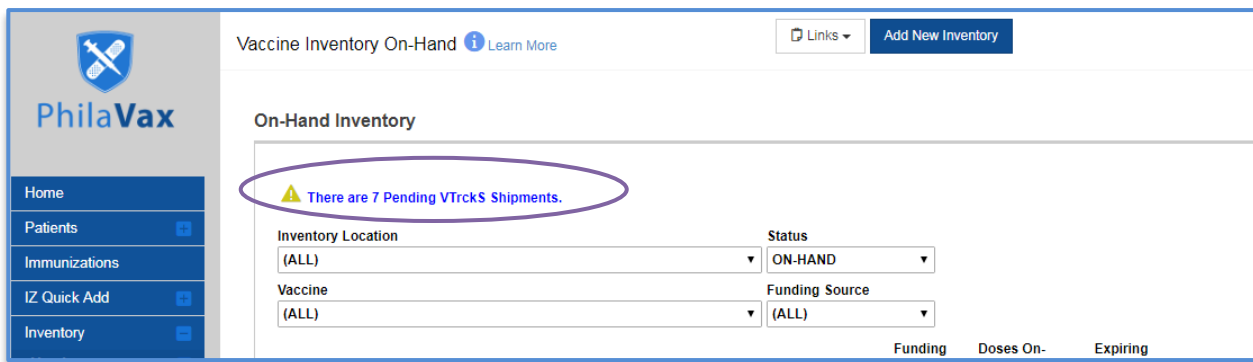


Online Ordering: Accepting Shipments VFC/VFAAR

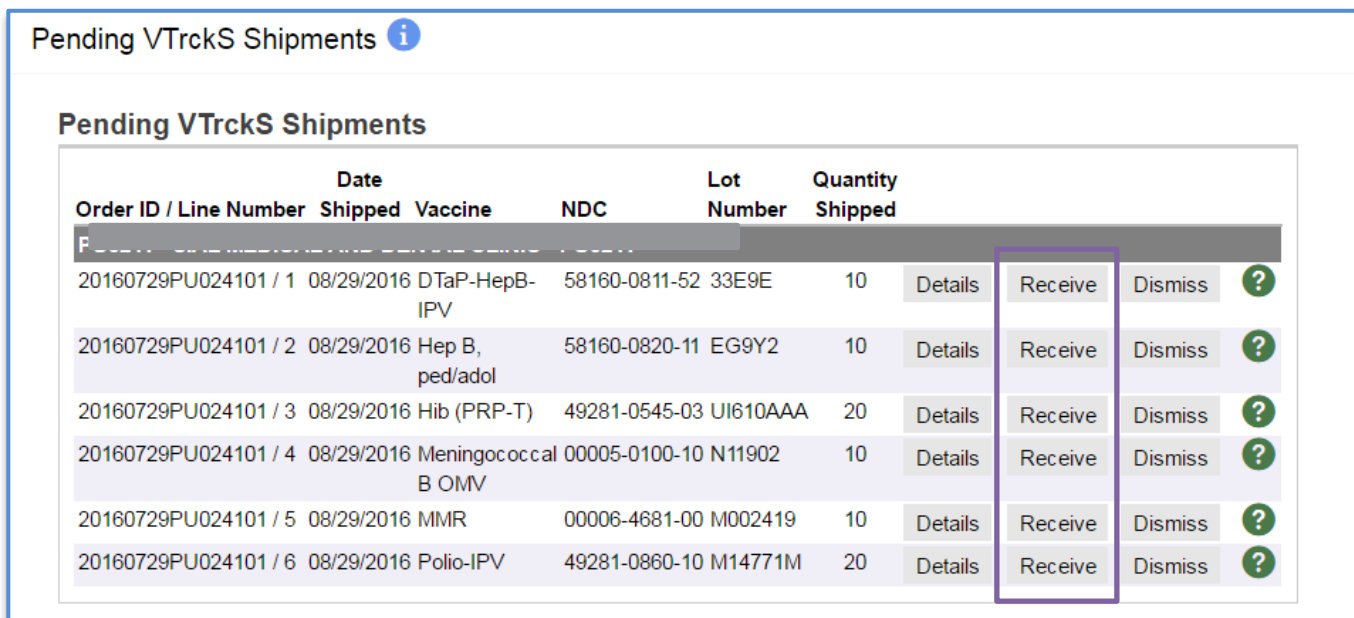
Questions? Email us at dphproviderhelp@phila.gov or call **215.685.6872**.

<https://vax.phila.gov>

- 1) From the left-side navigation panel select **Inventory** → **Vaccines** → **On-Hand** from the dropdown menus.
- 2) Click on the blue alert that reads: **There are # Pending VTrckS Shipments**, located just above the **Inventory Location** box. (If there is no alert here, you have no shipments pending).



- 3) Click **Receive** (one-by-one) to verify shipment & stock of each vaccine received by your clinic.



Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped	Details	Receive	Dismiss	?
20160729PU024101 / 1	08/29/2016	DTaP-HepB-IPV	58160-0811-52	33E9E	10	Details	Receive	Dismiss	?
20160729PU024101 / 2	08/29/2016	Hep B, ped/adol	58160-0820-11	EG9Y2	10	Details	Receive	Dismiss	?
20160729PU024101 / 3	08/29/2016	Hib (PRP-T)	49281-0545-03	UI610AAA	20	Details	Receive	Dismiss	?
20160729PU024101 / 4	08/29/2016	Meningococcal B OMV	00005-0100-10	N11902	10	Details	Receive	Dismiss	?
20160729PU024101 / 5	08/29/2016	MMR	00006-4681-00	M002419	10	Details	Receive	Dismiss	?
20160729PU024101 / 6	08/29/2016	Polio-IPV	49281-0860-10	M14771M	20	Details	Receive	Dismiss	?

Online Ordering: Accepting Shipments VFC/VFAAR

- Verify the vaccine identification information and select the appropriate Funding Source on the vaccine shipment information page.
- Click **Create**.

Vaccine Inventory [Learn More](#) Cancel **Create**

View

Date/Time * 12/03/2020 (HH:MM A/P) (HH:MM A/P)
Inventory Location * P
Vaccine | Mfg | NDC | Brand * COVID-19 MRNA (PFR) | PFR | 88888-1000-02 | E2E TEST PFIZER VACCINE
Lot Number * DUMMY
Expiration Date * 12/31/2020
Funding Source * VFAAR
Doses Adjusted * 975
Container Id
Comments RECEIVED FROM SHIPMENT 0508494178 ON 11/30/2020 FOR VACCINE ORDER 20201130PROJ0101, LINE ITEM 1, ADU INTENT.

- Repeat steps 3 thru 5 for each vaccine in the shipment. The vaccines will be added to your inventory and can be reviewed on the **On-Hand** page.

*If you see this pop-up message and if the vaccine is in any way unique (**less than 100% match**), click **Proceed with Create** in the upper right hand corner. If the vaccine identification is the same (**100% match**), click **Add To This Inventory Line Item**.

Possible Duplicates

The following Inventory items have been found with similar criteria.
 If any of the following record(s) are the inventory item you are trying to create, select the item below.

Vaccine	Mfg	NDC	Lot No	Exp Date	Fund Src	Doses On-Hand	Match Confidence	
DTaP (Infanrix) (Infanrix (0.5 mL x 10 vials))	SKB	58160-0810-11	F43Z7	10/31/2016	VFC	22	100%	Add To This Inventory Line Item
DTaP (Infanrix) (Infanrix (0.5 mL x 10 vials))	SKB	58160-0810-11	GD4L2	10/17/2016	VFC	0	82%	Add To This Inventory Line Item
DTaP (Infanrix) (Infanrix (0.5 mL x 10 vials))	SKB	58160-0810-11	MZ977	10/17/2015	VFC	0	81%	Add To This Inventory Line Item
DTaP (Infanrix) (Infanrix (0.5 mL x 10 syr))	SKB	58160-0810-52	93HY5	10/08/2015	VFC	0	81%	Add To This Inventory Line Item
DTaP (Infanrix) (Infanrix (0.5 mL x 10 vials))	SKB	58160-0810-11	ACTAG	10/17/2016	VFC	0	79%	Add To This Inventory Line Item