Online Ordering: Ordering Vaccines VFC/VFAAR



December 2020 | vaccines@phila.gov

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

Your order cannot be processed until your clinic's temperature logs and reconciliation are received.

- Select Inventory → Vaccines → Vaccine Orders from the menu on the left of your screen.
- 2) Click on Add New Vaccine Order in the upper right hand corner.

Phila Vax	Vaccine Orders 1 Learn More		Add New Vaccine Order
Home	Search		
Patients 📑	Clinic	Order Status	Order Type
Immunizations	(ALL)	▼ (ALL)	• (ALL) •
	Order Date Range	Date Submitted to VTrckS	S Date Range
IZ Quick Add 🛛 📑	From: 03/20/2018 🔄 Through: 06/20/2018	From: MM/DD/YYYY	Through: MM/DD/YYYY
Inventory	Previous Criteria		Clear Search
Vaccines 🗧			
On-Hand			
Reconciliation			
Vaccine Orders			
Vaccine Returns			
Vaccine Shipments			

- 3) Select your clinic (it begins with your clinic's PIN).
- 4) Is this a flu order?
 - a. If this *IS* a flu order, check the small box and then click "Next". You will only be allowed to order flu vaccines in this particular session. You will have to complete a separate order for all other vaccines.
 - b. If this is **NOT** a flu order, leave the box **un**checked and click "Next".

Vaccine Order 1	Cancel Next
Add - Select Clinic Clinic * Will this be an Influenza order?	

5) Take the time to verify that the info in the Shipping Info box is correct.

a. If it *IS* correct, certify it by checking the small box (see below). Then click "Next".
I have reviewed the above shipping information and I certify the information is correct.

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- b. If it is *NOT* correct, pick up the phone and contact the VFC/VFAAR program right away.
- 6) In the **Vaccine Products** box, click the first dropdown bar and select your first vaccine.
- 7) Inside the Qty box, type in the amount needed by package not by individual doses (example: if you need 30 Daptacel, you will type in "3" for 3 boxes of 10 doses).
- Click anywhere outside of that Qty box and note the number automatically populated in the Total Doses box. Click Add to Order after you are done entering the information for that vaccine.

Edit B View Vaccine Inventory Reconciliation Clinic Order Date Order Status Priority Reason to VTrckS Date Submitted to VTrckS Discrete IMfg INDC I Brand/Packaging VFC Program Comments VFC Program Comments VFC Program Comments VFC Program Comments PEDIATRIC I EWC 49261-0266-10 DAPTACEL (0.5 ML X 10 VIALS) Intent Quantity of Packages Doses Per Package Total Doses Cost Per Package Total Cost (5) PEDIATRIC I G There are no vaccines in this order Total Doses Total Cost S0.00	accine Orde	r 🚯			Cance	🗘 Links 🗸	Update	•
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- 9) Repeat steps 6 through 8 for the remainder of your order.
- 10) Review your vaccine selections and quantities for accuracy. Once your order is correct, click the arrow
 (▼) to the right of Update at the top of the page and click Submit to VFC Program for Approval. The
 page will refresh and the Order Status will change to Submitted for Approval.

YOUR ORDER MUST SAY SUBMITTED FOR APPROVAL AND NOT IN WORK FOR US TO RECEIVE IT.

11) Log back in the day after you submit your order to check the status of your order. You have a maximum of 2 days to respond to any rejection comments before the entire ordering process must be repeated.

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Things to remember:

- If your Order has been rejected, view the comments and address the issues discussed. The Order can then be resubmitted to VFC.
- Click the red x should you make an error and need to change your selection.
- You can only place an order every 25 days and you should try and keep only a 4-6 week supply of vaccines in your storage units.